

Next 1 Page(s) In Document Exempt

SECRET  
Security Information

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

*Peel*  
ANDREWS  
[Redacted]

25X1A

NOTICE

29 December 1951

25X1A

SUBJECT: Establishment of the Office of General Services.

1. The Offices of Management Analysis and Administrative Services are hereby abolished, and in their place is set up the Office of General Services, Chief of which is Mr. W. L. Peel.

25X1A

25X1A

2. Under this Office, there will be the two services, i.e., Administrative Service and Organization and Methods Service. Mr. [Redacted] will be Chief of the Administrative Service, and [Redacted] will be Acting Chief of the Organization and Methods Service.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[Redacted]  
WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION: 2

SECRET  
Security Information

SECRET  
Security Information

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

28 December 1951

25X1A

[REDACTED]  
SUBJECT: Announcement of Appointment.

1. Effective 1 January 1952, Colonel Lawrence K. White is appointed Assistant Deputy Director (Administration).

25X1A

2. Effective 1 January 1952, Mr [REDACTED] is appointed Special Assistant to the Deputy Director (Administration).

25X1

[REDACTED]  
WALTER B. SMITH  
Director

DISTRIBUTION: No. 2

SECRET  
Security Information

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

17 December 1951

SUBJECT: Time and Attendance Reports for Period ending 22 December 1951

1. The Treasury Department has advised that it will be unable to issue salary checks due employees of the Agency on 4 January 1952 unless applicable payrolls are in the Department for processing at the beginning of business on 23 December 1951. The rolls involved would normally cover the pay period 9-22 December 1951.
2. To attempt meeting the deadline established by the Treasury Department, it is essential that Time and Attendance Reports (Agency Form 34-42) for the period 9-22 December 1951 be ready for delivery to the Payroll Branch, Fiscal Division, (1710 Wing H, Quarters Eye) no later than 1000 hours on 21 December 1951. The Administrative Services courier system will be employed to call at the various administrative offices to effect pick-up and delivery service.
3. Obviously, overtime worked on 22 December 1951 cannot be included on Time and Attendance Reports submitted 21 December. Such overtime should be shown on the Reports for the period commencing 23 December 1951 and be inserted in the extreme upper portion of the first O/T block appearing on the Report form. A statement as to date and inclusive hours of overtime should appear in the Remarks column of the Report.
4. Every effort will be made to insure salary check delivery on 4 January 1952 and personnel of the Fiscal Division will remain on duty 22, 23, 24 December 1951 towards this end. Complete cooperation with respect to the availability of Time and Attendance Reports, as set forth above, is essential to the accomplishment of the task.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Director  
(Administration)

25X1A

DISTRIBUTION NO. 4



WASHINGTON 25, D. C.

NOTICE

17 December 1951

SUBJECT: 1952 Community Chest Campaign

1. For the first time since 1944-45, the Government Unit of the Community Chest Campaign has reached 100 per cent of its quota. CIA employees made a sizable contribution to this Government-wide accomplishment. For the 1951 Campaign, we reported \$18,440; but in the 1952 Chest Campaign, Agency employees contributed \$22,600. This substantial increase reflects much credit on our Agency, and it is a worthy tribute to the generosity of CIA employees. The Community Chest Key People in the various Offices rendered invaluable personal assistance throughout the campaign and deserve special commendation. To all of you, hearty congratulations for unselfish contributions of money and effort.

2. We hope that all who pledged to make their contributions throughout the coming year will do so on the specified dates. All pledges should be turned in to the Agency Headquarters, Room 104, North Building.

3. Again, I would like to extend many congratulations for an outstanding achievement.

25X1

WALTER B. SMITH  
Director

DISTRIBUTION NO. 5

CONFIDENTIAL  
SECURITY INFORMATION

25X1A

NOTICE  
[ ]

11 December 1951

25X1A

SUBJECT : Fifth Agency Orientation Course

REFERENCE: CIA Regulation [ ]

25X1A

1. The Office of Training will conduct the Fifth Agency Orientation Course in the Department of Agriculture Auditorium (Fifth Wing, South Agriculture Building, Independence Avenue near 14th Street) from 8 through 11 January 1952. The program will begin promptly at 0900 hours and continue to 1200 hours on each of these days. Schedules for the Fifth Course will be sent to each Office for distribution to those nominated to attend. CIA badges must be shown to gain entrance to the auditorium.

2. In accordance with CIA Regulation [ ] (21 November 1951), the following policy governs attendance at the Agency Orientation Courses:

a. Mandatory for all employees, Grade GS-5 and above, who have not attended or completed any previous Agency Orientation Course or TRC Staff Indoctrination Course. Accordingly, Office heads are directed to make their personnel available for one of these quarterly Orientation Courses at the earliest possible occasion.

b. Office heads may nominate fully-cleared employees in grade GS-4 provided such employees are assigned to positions requiring general knowledge of Agency organization and operations.

c. Office heads will submit to the Director of Training, prior to 1200 hours 29 December 1951, the number of employees nominated to attend. If the number of employees nominated exceeds the available facilities, the Director of Training will then allot quotas to each Office. The priority in filling these quotas will be determined by each Office head.

3. a. No arrangements can be made for those attending the course to park in the vicinity of the South Agriculture Building.

b. Special Capital Transit chartered busses will leave the "loop" at the north end of "M" Building at 0830 hours on the mornings of the course to take those persons whose offices are located in North, Central, South, Administration, "Q", "M", and adjacent buildings to the auditorium. They will make a return trip to this point each day at noontime.

-1-

CONFIDENTIAL

CONFIDENTIAL  
SECURITY INFORMATION

11. Special Capital Transit chartered busses will leave from Gate 9, in the rear of "K" Building, at 0830 hours each morning of the course, to take persons whose offices are located in "L", "K", "I", and "J" Buildings, as well as "Quarters Eye", to the auditorium. They will make a return trip to this point at noontime.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 2

-2-

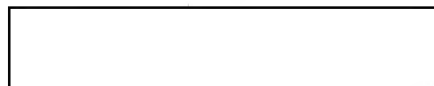
CONFIDENTIAL

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)  
VIA : Advisor for Management  
FROM : Director of Training  
SUBJECT: Proposed CIA Notice Announcing the  
Fifth Agency Orientation Course

DATE: 11 December 1951

1. It is recommended that the information in  
the attached draft be issued as a CIA Notice.



25X1A

MATTHEW BAIRD

Attachment: Draft of Proposed CIA Notice,  
Subject: CIA Orientation Course

~~CONFIDENTIAL~~

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  


7 December 1951

SUBJECT: Holiday Workweek Schedules

The President has requested that to the extent it is practicable to do so the administrative workweek be adjusted during the weeks in which Christmas Day and New Year's Day occur. Accordingly, the administrative work week of CIA for each of the two weeks beginning 23 December 1951 and ending 5 January 1952 will be from Tuesday through Saturday. Working days during these two weeks will be Wednesday, Thursday, Friday, and Saturday. Where individual employees cannot be spared from duty on days falling outside the adjusted working day schedule, Office heads may establish such tours of duty as are deemed necessary. Employees whose work tours will be from Wednesday through Saturday should be informed that absence on either Saturday, 29 December 1951, or Saturday 5 January 1952, will be charged to annual or sick leave, as appropriate.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

WALTER REIL WOLF  
(Deputy Director)  
Administration

DISTRIBUTION NO. 4



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

25X1A

5 December 1951

SUBJECT: Time and Attendance Reports.

1. In order to expedite the transmission of Time and Attendance Reports (Form No. 34-42, August 1951) to the Payroll Branch, which is necessary to assure prompt delivery of pay checks, the following changes to the present procedure are placed into effect:

a. Administrative Officers will assemble the previous pay period Time and Attendance Reports prior to 1400 hours the first normal work day of each pay period.

b. The Administrative Services Office courier system (as for check delivery) will be used to obtain the Time and Attendance Reports from each Administrative Officer for delivery to the Finance Office prior to 1600 hours, the first normal workday of each pay period.

c. The block entitled "Telephone", on Form No. 34-42 need not be filled in. However, each Office shall report the name and telephone number of the Senior Time and Attendance Clerk for each of its allotment accounts to the Payroll Branch, Fiscal Division.

d. It is no longer necessary for an employee to initial his Time and Attendance Report for overtime or holiday time worked.

2. Delays in submitting Time and Attendance Reports may be avoided by having employees initial them prior to taking or immediately upon returning to duty from leave.

3. This procedure is intended to provide courier service for the pick-up of Time and Attendance Reports. However, if a courier has not arrived by 1400 hours, the cards should be delivered to the Finance Office immediately by other means.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE.

WALTER REID WOLF  
Deputy Director  
(Administration)

25X1A

DISTRIBUTION NO. 4

5 December 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: T&A Reports

1. Attached is a proposed Notice covering the following changes to the present Time and Attendance Report procedure.

a. Couriers will pick up the Time and Attendance Reports from Administrative Officers and deliver them to the Fiscal Division.

b. The certifying officers' telephone number will no longer have to be entered on the Time and Attendance Reports.

c. Employees no longer have to initial for overtime.

2. These changes are made with the concurrence of the Fiscal Division, Administrative Services Office, OCD, OO, ORR, OSI, OSO, OPC and Commo.

3. Recommend approval.



25X1A

Advisor for Management

CONFIDENTIAL

Security Information



## NOTICE

25X1A

1. In order to expedite the transmission of Time and Attendance Reports (Form No. 34-42, August 1951) to the Payroll Branch, which is necessary to assure prompt delivery of pay checks, the following changes to the present procedure are placed into effect:

a. Administrative Officers will assemble ~~Time and Attendance~~  
*for the previous pay period,*  
 Reports prior to 1400 hours, the first normal workday of each pay period.

b. The Administrative Services Office courier system (as for check delivery) will be used to obtain the Time and Attendance Reports from each Administrative Officer for delivery to the Finance Office prior to 1600 hours, the first normal workday of each pay period.

c. The block entitled "Telephone", on Form No. 34-42 need not be filled in. However, each Office shall report the name and telephone number of the Senior Time and Attendance Clerk for each of its allotment accounts to the Payroll Branch, Fiscal Division.

d. The total number of hours regular time need not be entered for each week or pay period unless it is less than 40 or 80 hours respectively.

e. Even though it is necessary for each employee to initial their Time and Attendance Report when leave is taken, it is not necessary to initial for overtime.

*out  
 name will print 80*



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

5 December 1951

SUBJECT: Regulations in the use of Decorative Material in Government Buildings.

1. The following regulations issued by the General Services Administration, Public Buildings Service, Office of Buildings Management govern the use of decorative material inside Government Buildings. These regulations will apply during the holiday season, social events and any other activities that are held in Government buildings, and where decorative material is used.

a. DECORATIVE MATERIAL (Crepe paper, drapes, sheets, cotton, cardboard, etc.) Only flame-proof materials are to be used wherever decorations are to be used in Government buildings.

b. CHRISTMAS TREES, HOLLY, CORNSTALKS, etc.

A reasonable number of Christmas trees may be placed in buildings of fire-resistive construction and frame buildings provided with automatic sprinkler protection. No trees, except very small ones, are to be permitted in frame buildings without automatic sprinkler protection unless approval is given by the Superintendent or Custodian. These trees should not be kept in buildings for more than seven days. No tree shall in any way interfere with any means of egress. No flammable material or lighted candles shall be used for decorations. Where trees or decorations other than those chemically treated for fire protection are used, the following precautions shall be taken:

(1) Obtain freshly cut trees.

(2) Saw off at an angle at least one inch above the original cut and keep standing in water or moistened earth during the entire time the tree is in the building. At intervals, add water to the jar or tub in which the tree stands to either keep the water or moistened earth above the cut in order to reduce its flammability. This method, when used with fresh trees, reduces the flammability as effectively as most chemicals, according to the Forest Products Laboratories (1947).

(3) Keep trees away from radiators and other heating equipment.

Only sparing amounts of holly, cornstalk, etc., should be used and then only where approved by the Superintendent or Custodian.

c. ELECTRIC LIGHTS. All installations of electric lights on trees or for other decorative purposes must be approved by the Superintendent or Custodian.

d. CANDLES. No lighted candles will be permitted in any building.

2. Area Safety Officers should be notified whenever decorative installations are desired. Area Safety Officers will report all such desired installations to the CIA Safety Officer who will request approval from the GSA through the Building Maintenance and Utilities Division.

3. CIA Guards will report all discrepancies in the use of decorative material to the CIA Safety Officer.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

25X1A

DISTRIBUTION NO. 4

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

SUBJECT: Formation of a Marine Corps Reserve Unit.

1. Headquarters, U. S. Marine Corps has advised that a Marine Corps Reserve Unit will be authorized within CIA, provided a minimum of ten (10) reservists desire to participate.
2. A preliminary meeting of CIA Marine Corps Reservists will be held in Room 117, Central Building at 1730, Friday, 14 December 1951, to discuss the formation of this unit.
3. A representative of Marine Corps Headquarters will be present to explain the details concerning Reserve Units.
4. All Marine Corps Reservists are urged to attend this meeting, since activation of a Unit will make it possible for these employees to maintain their active reserve status.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

25X1A

DISTRIBUTION NO. 4

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Personnel Director

DATE: 26 November 1951

FROM : Chief, Military Personnel Division

SUBJECT: Formation of a CIA Marine Corps Reserve Unit

1. Headquarters, Marine Corps has advised this Division that a Marine Corps Reserve Unit will be authorized for the Agency provided a minimum of ten (10) reservists desire to participate.

2. We have made arrangements with [redacted] to use Room 117, Central Building for the preliminary meeting, and the Security Division has indicated its approval of the meeting.

25X1A

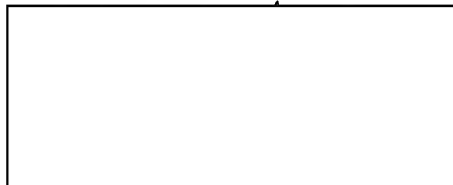
3. It is requested that a CIA Notice, draft of which is attached, be distributed in order to give greatest possible dissemination of this information.

4. Also attached are certain regulations and pamphlets covering Reserve Units for your information. Request that these be returned.

25X1A

2 Incl:

Draft of CIA Notice  
Marine Regs & Pamphlets



NOTICE

25X1A

3 December 1951

SUBJECT: Retroactive Salary Increase for Service in Other Agencies

1. CIA employees who were employed by other U. S. Government agencies in positions under the Federal Classification Act during the period 8 July - 23 October 1951, and who were U. S. Government employees on 24 October 1951, are entitled to retroactive pay increases for such service. Pay adjustments are the responsibility of the employing agency during the period specified above.

2. a. Requirements for determination of eligibility for retroactive pay increases under circumstances indicated above include:

(1) Certification that the individual concerned was employed by the United States Government on 24 October 1951.

(2) Current address of the individual concerned.

b. The CIA Personnel Office is charged with furnishing the information indicated in paragraph 2a above to other Federal agencies in the case of each CIA employee eligible for retroactive increase payments from such agencies. Eligible individuals should contact [redacted] Room 113, North Building, telephone extension [redacted] to initiate salary claim action.

25X1A

25X1

25X1A

[redacted]  
WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 6

25X1A

NOTICE  

SUBJECT: Retroactive Salary Increase for Service in Other Agencies

1. The recently enacted Federal pay increase legislation provided for retroactive increases for service performed at any time from 8 July 1951 and prior to 24 October 1951 in positions specifically covered by the Federal Classification Act, provided the individual was an employee of the United States Government on 24 October 1951--the date of approval of this legislation. CIA personnel who were in the employ of this Agency on 24 October 1951 and who had been employed by one or more Federal agencies, and occupied positions subject to the Classification Act, at any time during the retroactive period stated above, are entitled to additional pay for such service. The obligation to make this pay adjustment rests with the agency or agencies in which a person was employed during the retroactive period. Ordinarily, agencies obligated to make payment will do so upon a determination of eligibility and the current address of the individual.

2. Since eligibility for retroactive adjustment includes the requirement that the individual was in Federal employment status on the date of approval of Public Law 201, it will be necessary to certify to the Agency concerned that the employee was on the rolls of CIA on 24 October 1951, and also to furnish the employee's current address. The Personnel Office is ~~responsible~~ responsible for supplying this information to other Federal agencies. Employees who are eligible for retroactive increases in accordance with paragraph 1 above, should contact Mr. , Room 113, North Building, 2430 E. Street, N.W., telephone extension  in order to initiate action to support their claims for salary adjustment.

25X1A  
25X1WALTER REID WOLF  
Deputy Director  
(Administration)25X1A



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

3 December 1951

SUBJECT: New Location of CIA Credit Union Offices

25X1

1. Effective November 30, the CIA Credit Union Office formerly located in South Building will be located at 228 Central Building, Telephone Extension [redacted]

2. The CIA Credit Union Office formerly in "L" Building is now located at 2201 I Building, Telephone Extension [redacted]

25X1

3. The new hours for both of these Offices are 1000 hours to 1300 hours weekdays except pay day and the Monday after payday when they will remain open from 0900 hours to 1600 hours.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[redacted]  
WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 4

Next 1 Page(s) In Document Exempt

CONFIDENTIAL

Security Information

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
[REDACTED]

29 November 1951

SUBJECT: Survey of Federal Civilian and Military Service of Employees.

1. Recently enacted legislation, Public Law 233, 82nd Congress, provides for the accrual of annual leave, effective 6 January 1952, on a graduated basis dependent upon the length of combined federal military and civilian service of each civilian employee. In general, the law provides for the accrual of 13 days' annual leave per year for employees during their first three years of service; 20 days' annual leave for employees having three to fifteen years of creditable service; and 26 days' annual leave upon completion of fifteen years of creditable service.

2. In order to expedite the computation of service credit prior to the effective date of the law, each employee whose post of duty or present location is within the metropolitan area of Washington will complete one copy of the "Statement of Federal Civilian and Military Service" and forward it through administrative channels to the Personnel Office, Personnel Division (Overt) or Personnel Division (Covert), as appropriate, prior to 12 December 1951. Blank forms and specific instructions for completing the forms will be provided by the Personnel Office.

3. To obtain required service information on personnel located outside the Washington, D. C., area, the Personnel Office will make individual arrangements with each Office and Staff concerned. Security problems as well as time requirements will be considered in these cases. However, whenever feasible each individual employee will complete and certify the service statement.

4. The Personnel Office will provide the Finance Office with a statement of service credit for each employee covered by the law and for new employees upon their entrance on duty.

5. The Personnel Office will notify individual employees of their total creditable service for leave purposes, only in those cases where an employee is placed in a lower leave category than that indicated by total service claimed. This will occur when periods of service claimed but not creditable are of sufficient duration to affect an employee's leave category.

-1-

CONFIDENTIAL  
Security Information

6. The above applies only to overt and covert staff employees. Separate instructions will be issued concerning other covert categories of personnel.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 4

-2-

CONFIDENTIAL  
Security Information

~~CONFIDENTIAL~~

W-1029

ILLEGIB

SECURITY INFORMATION

Personnel Studies & Procedures Staff

14 November 1951

Assistant General Counsel

Proposed Notice re Survey of Federal and Military Service of All Employees

1. Reference is made to the attached procedure designed to provide pertinent service data in connection with the recording and computation of leave benefits under Public Law 233, 82d Congress. This office does not anticipate any legal problems in the administration of the proposed procedures. However, paragraph 6 of the proposed Notice raises certain questions which may have a legal consequence, for which reason I believe a comment is appropriate.

2. Section 14.0 et seq. of the CFR's defines the various categories of personnel used by CIA and establishes the principles governing their rights, privileges, benefits and prerogatives. In particular, 14.9 d. provides that contract agents "are not entitled to participate in the Civil Service Retirement System." Fundamentally speaking, contract agents are entitled only to those rights and other matters which are specifically included in the contract. Paragraph 6 of the proposed Notice suggests tacking periods of service in the agent category with periods of service in the employee category.

3. Ultimately the determination of whether a person is entitled to conventional Federal employee benefits involves legal considerations, which normally would require passing upon the merits of each case. I do not believe it advisable to suggest that rules of general applicability may be forthcoming for recognition of what has traditionally been a noncreditable period of service. It is therefore recommended that paragraph 6 be deleted.

25X1A

CGC/JH:mw

Distribution:

- Orig - Addressee
- 1 - Advisor for Management ✓
- 1 - Comptroller
- 2 - CGC

Enclosure:

Proposed Notice re  
above subject

SECURITY INFORMATION

~~CONFIDENTIAL~~

NOV 16 1951



CENTRAL INTELLIGENCE AGENCY

2430 E STREET NW.

WASHINGTON 25, D. C.

25X1A

NOTICE



27 November 1951

SUBJECT: Increase in Basic Rates of Compensation, Retroactive Pay

1. On 21 November 1951, the Comptroller General of the United States rendered an opinion asserting that the Central Intelligence Agency does not have legal authority to make pay increases retroactive in the manner provided for classified agencies in the amendment to the Classification Act recently passed by the Congress. The ruling is based on the ground that retroactive payments must be specifically authorized by the Congress. Those agencies exempted from the Classification Act were not given such specific authority, even though they have used the Act as a guide in the administration and payment of their employees.

2. As the Comptroller General is the final authority in the matter of expenditures in the Executive Branch of the Government, his ruling must be complied with by the Agency. However, salaries have been increased in accordance with the provisions of the Classification Act beginning with the effective date of that Act on 24 October 1951. The pay checks issued on 23 November have already reflected the increase for the period they represent. An adjustment for the extra days between the 24th and 28th of October will be made in the near future.

3. The Agency meanwhile will coordinate with other agencies, such as the Atomic Energy Commission and the Bureau of Census, in requesting the Congress when it reconvenes in January to make an equitable adjustment for all those employees who are paid in accordance with the Classification Act but who, under the Comptroller General's rulings, were ineligible for retroactive increases.



WALTER B. SMITH  
Director

25X1A

DISTRIBUTION NO. 5

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

27 November 1951

25X1A

NOTICE

SUBJECT: Increase in Basic Rates of Compensation, Retroactive Pay

21  
1. On November 23, 1951, the Comptroller General of the United States <sup>rendered an advisory</sup> gave his opinion that the Central Intelligence Agency does not have legal authority to make pay increases retroactive in the manner provided for classified agencies in the amendment to the Classification Act recently passed by the Congress. The ruling is based on the ground that retroactive payments must ~~always~~ be specifically authorized by the Congress, ~~and~~ those <sup>a</sup> agencies exempted from the Classification Act were not given such specific authority, even though they <sup>have</sup> used that Act as a guide in the administration and payment of their employees.

2. As the Comptroller General is the final authority in the matter of expenditures in the Executive Branch of the Government, his ruling ~~will~~ <sup>must</sup> be complied with by the Agency. However, salaries have been increased in accordance with the provisions of the Classification Act beginning with the effective date of that Act on 24 October 1951. The pay checks issued on 23 November have already reflected the increase for the period they represent, <sup>an</sup> and the adjustment for the extra days between the 24th and 28th of October will be made in the near future.

11/26/51

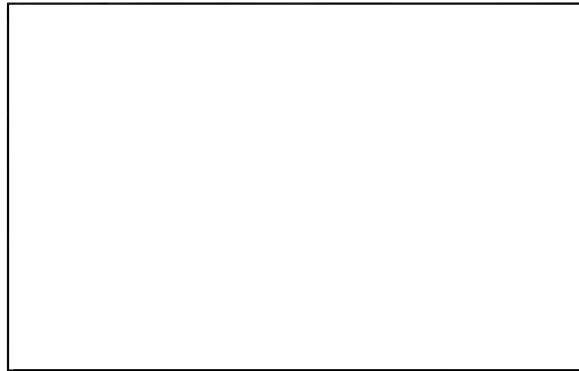


3. The Agency ~~will~~ <sup>requesting to</sup> meanwhile coordinate with other agencies, such as the Atomic Energy Commission and the Bureau of Census, in an approach ~~at the earliest opportunity~~ <sup>to make</sup> to the Congress when it reconvenes in January, ~~requesting that~~ an equitable adjustment ~~be~~ made for all those employees who are paid in accordance with the Classification Act but who, under the Comptroller General's rulings, were ~~unable to get the~~ <sup>ineligible for</sup> retroactive increases.

WALTER B. SMITH  
Director

Distribution: No. 5

25X1A



CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

25X1A

NOTICE  

27 November 1951

SUBJECT: Participation in the Blood Donor Program

1. Government employees have responded admirably to our nation's dire need for blood donations. It is a pleasure to report that the number of CIA blood donors has increased steadily in the past few months. I am sure the employees of this Agency can be relied upon for even greater future participation in the Red Cross Blood Donor Program. Those employees who already have contributed blood (as well as the large number who surely will contribute in the coming months) deserve special commendation for their personal generosity in this time of need.
2. To facilitate and enhance employee participation in the Blood Donor Program, a Red Cross Blood Mobile unit, including its group of attendants, has been scheduled for this Agency on 10 December 1951. As you probably know, use of a mobile unit enables the Red Cross to transport its equipment and set up temporary "blood centers" in locations convenient to large numbers of donors. These temporary "blood centers" are operated exclusively by Red Cross professional and lay personnel. Prior security clearance will be obtained for all Red Cross attendants employed at our "blood center."
3. Agency use of a Blood Mobile unit will make it unnecessary for our employees to travel to the local Red Cross Headquarters in order to donate blood. In addition to being convenient for employees, this arrangement is particularly desirable from a security standpoint. The only record which the Red Cross will maintain for each CIA blood donor will be the regular Donor Registration Card which will contain the registration number and other pertinent medical data, but will not include the employee's name, address, telephone number, occupation or employing Agency. The donor's registration number will be entered opposite his signature on a roster to be retained in the Agency.
4. On 10 December 1951, the temporary "blood center" will be located in Building "J" and will serve CIA employees working in that general area. Selected Keymen will contact Agency employees in order to schedule volunteer donors for 10 December and compile lists of prospective donors. Future use of the Red Cross Blood Mobile will be dependent upon employee response to the Blood Donor Program.
5. Inasmuch as the campaign for blood donations is a continuing Agency responsibility, it is suggested that each Office appoint a permanent chairman to direct this "life-saving" activity in the respective Offices.

-1-

NOV 30 1951

Names of the chairmen should be reported to the Personnel Relations  
Branch, Room 104, North Building, Extension

STAT

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 2

Next 2 Page(s) In Document Exempt

25X1A

NOTICE

6 November 1951

SUBJECT: Increase in Basic Rates of Compensation

1. On 24 October 1951 the President approved an amendment to the Classification Act (Public Law 201, 82d Congress) which provides for increases in the basic rates of compensation of certain officers and employees of the Federal Government effective on 8 July 1951. Salary increases will be granted ranging from \$300 to \$800 in accordance with the schedule of increases approved in that law for classified employees of the Agency. These increases do not apply to ungraded employees. The increases will be effective as of 24 October 1951, but for administrative reasons the salary checks to be delivered on 23 November 1951 will reflect increases for the pay period beginning 28 October 1951. The increases for the intervening days will be adjusted at a later date.

2. However, the General Accounting Office has informally advised that since CIA and certain other agencies are exempted from the provisions of the Classification Act, the legal authority of these agencies to pay the retroactive portion of the pay increases for the period 8 July 1951 through 23 October 1951 is in question.

3. In the belief that the Agency has the necessary authority, we are strongly asserting the right to make the retroactive payments and are asking for decision by the Comptroller General at the earliest opportunity. When it is received, an appropriate notice will be issued.

25X1A

WALTER B. SMITH  
Director

Distribution: No. 5

Central Intelligence Agency  
Washington, D.C.NOTICE  
NO.DRAFT:LRH:laq  
6 Nov 1951

SUBJECT: Increase in Basic Rates of Compensation

1. On 24 October 1951 the President approved an amendment to the Classification Act (Public Law 201, 82d Congress) which provides for increases in the basic rates of compensation of certain officers and employees of the Federal Government effective on 8 July 1951. Salary increases will be granted ranging from \$300 to \$800 in accordance with the schedule of increases approved in that law for classified employees of the Agency. The increases will be effective as of 24 October 1951, but for administrative reasons the salary checks to be delivered on 23 November 1951 will reflect increases for the pay period beginning 28 October 1951. The increases for the intervening days will be adjusted at a later date. These increases do not apply to ungraded employees.

2. However, the General Accounting Office has informally advised that since CIA and certain other agencies are exempted from the provisions of the Classification Act, the legal authority of these agencies to pay the retroactive portion of the pay increases for the period 8 July 1951 through 23 October 1951 is in question. *(In the belief that the Agency has the necessary authority we are*

3. *strongly accept the* The Agency is preparing an official submission of the problem asserting the right to make the retroactive payments and *are* will ask for decision by the Comptroller General at the earliest opportunity. *When it is received an appropriate notice will be issued.*

WALTER B. SMITH  
Director

25X1A

Distribution: No. 5

*Concur as amended*

25X1A

CENTRAL INTELLIGENCE AGENCY

2430 E STREET NW.

WASHINGTON 25, D. C.

25X1A

NOTICE

6 November 1951

SUBJECT: 1952 Community Chest Campaign

1. The current Community Chest Drive for CIA will end 15 November 1951. In order to comply with campaign schedules, it is imperative that Keymen in the various offices turn in all money and pledges on or before that date to the Personnel Relations Branch, Room 104, North Building.

2. It is hoped that all employees will contribute to this organization which includes so many worthy charities. CIA personnel have given generously in the past, and since the 1952 drive includes a large, new member--the USO (United Defense Fund) -- the need is even greater than in former years.

3. Those employees who have already made their Community Chest contributions are to be strongly commended for their excellent response to this charitable appeal. All Federal employees have a direct responsibility in this fund-raising campaign.

4. Each Administrative Officer will be furnished a copy of the Agency campaign results, including a breakdown of the various contributing groups. Any employee who may be interested in comparing the campaign results of his Office with other CIA Offices, should check with his Administrative Officer.

5. REMEMBER - 15 November 1951! LET'S MAKE IT A RED LETTER DAY FOR THE RED FEATHER CAMPAIGN!

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 5

Next 1 Page(s) In Document Exempt



CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

25X1A

NOTICE

29 October 1951

SUBJECT: Attendance at Ceremonies in Honor of Their Royal Highnesses the Princess Elizabeth, Duchess of Edinburgh, and the Duke of Edinburgh.

1. The following memorandum from the White House, dated 26 October 1951 is quoted below for your information:

"THE WHITE HOUSE

Washington

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Their Royal Highnesses the Princess Elizabeth, Duchess of Edinburgh, and the Duke of Edinburgh will arrive in Washington on October thirty-first.

Their Royal Highnesses will reach the Military Air Transport Service Terminal, National Airport, at 4:00 p.m. Wednesday, October thirty-first, where there will be a brief ceremony. After crossing the Memorial Bridge and rounding the Lincoln Memorial, the party will proceed along Twenty-third Street to Constitution Avenue, east on Constitution Avenue to Fifteenth Street, north on Fifteenth Street to Pennsylvania Avenue and west on Pennsylvania Avenue to Blair House.

It is desired that as many Government employees as possible extend their greetings to Princess Elizabeth and the Duke of Edinburgh. President Truman has indicated that the Heads of the Departments and Agencies shall excuse from work those employees in Washington whose services can be spared, without charge to annual leave, for such time as is required to greet Their Royal Highnesses on October thirty-first.

/s/ DONALD S. DAWSON  
Administrative Assistant  
to the President"

2. All employees whose services can be spared without unduly impairing the operations of the Office concerned may be excused for such time as is required for the accomplishment of this purpose.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

WALTER REID WOZ  
Deputy Director  
(Administration)

DISTRIBUTION NO. 1

THE WHITE HOUSE  
WASHINGTON

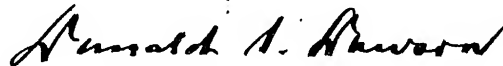
October 26, 1951

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Their Royal Highnesses the Princess Elizabeth, Duchess of Edinburgh, and the Duke of Edinburgh will arrive in Washington on October thirty-first.

Their Royal Highnesses will reach the Military Air Transport Service Terminal, National Airport, at 4:00 p.m. Wednesday, October thirty-first, where there will be a brief ceremony. After crossing the Memorial Bridge and rounding the Lincoln Memorial, the party will proceed along Twenty-third Street to Constitution Avenue, east on Constitution Avenue to Fifteenth Street, north on Fifteenth Street to Pennsylvania Avenue and west on Pennsylvania Avenue to Blair House.

It is desired that as many Government employees as possible extend their greetings to Princess Elizabeth and the Duke of Edinburgh. President Truman has indicated that the Heads of the Departments and Agencies shall excuse from work those employees in Washington whose services can be spared, without charge to annual leave, for such time as is required to greet Their Royal Highnesses on October thirty-first.



DONALD S. DAWSON  
Administrative Assistant  
to the President

SECRET

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STAT

NOTICE  

26 October 1951

SUBJECT: List of CIA Regulations

1. Attached hereto is a list of CIA Regulations in effect as of 26 October 1951.

2. This list is furnished in order to facilitate the maintenance of CIA Manuals on a current basis. Pages bearing no date were effective 1 April 1951 and are indicated as such on the attached list.

3. Beginning 1 December 1951 a notice will be issued monthly listing changes in the Manual which have been published during the preceding month.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 3

Plus one copy for each CIA Manual

SECRET

SECURITY INFORMATION

Next 9 Page(s) In Document Exempt

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE  
[ ]

25X1A

23 October 1951

SUBJECT: Additional Marking of Classified Documents

25X1A

1. Reference is made to Agency [ ], signed by the Director of Central Intelligence, on the subject of classified security information.

2. Any classified document, paper or other classified material originating in the Agency after 25 October 1951, will be stamped or marked with the words "SECURITY INFORMATION" in addition to the usual security designations of TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED.

3. Regardless of date of origin, any CIA classified document, paper or other classified material which is to be distributed outside the Agency after 25 October 1951, will be marked or stamped with the words "SECURITY INFORMATION" in addition to the usual security designations of TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED.

4. The words "SECURITY INFORMATION" will be printed, stamped or otherwise marked at least once on each classified document or other classified material. When practicable, the words "SECURITY INFORMATION" should be placed immediately below the classification designation of TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED appearing at the top of each classified document. "SECURITY INFORMATION" markings normally should be smaller in size than the usual security marking, but should harmonize in color and placement.

5. The use of any of the four security classifications, TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED, combined with the identification "SECURITY INFORMATION", shall be strictly limited to official information which requires safeguarding in the interest of the security of the United States.

6. "SECURITY INFORMATION" stamps may be procured from Building Supply Rooms or Departmental Warehouse. If these stamps are not available by 25 October, a printed or typewritten designation shall be used.

7. Questions concerning the marking, printing, and other related questions in this connection, should be made to the Security Office, Extension [ ]

STAT

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 6

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

23 October 1951

SUBJECT: Classified Security Information

The President has issued an Executive Order establishing minimum standards for the classification, transmission and handling of classified information in the Executive Branch of the Government.

Copies of this Executive Order will be distributed at an early date. While by necessity the CIA Security Regulations require standards generally higher than those prescribed therein, I desire to bring to the attention of every employee that the principles and intent of this Order must be faithfully carried out.

Certain modifications in our procedures will be required and will be incorporated in changes in our Regulations. The most important of these changes are:

- (1) The designation or marking of "SECURITY INFORMATION" which must be applied to all documents or material the safeguarding of which is necessary in the interest of national security.
- (2) More precise measures to insure that administrative information of the Central Intelligence Agency which does not indicate intelligence sources and methods is not designated as "SECURITY INFORMATION."
- (3) Stricter control by all senior officials to avoid overclassification and to insure prompt declassification when appropriate.

The CIA Security Officer, through the Deputy Director (Administration), has been instructed to control and guide all concerned in the implementation of this program throughout the Agency, to make a survey of the classification and declassification procedure now in effect, and to prepare necessary changes in regulations and procedures.

WALTER B. SMITH  
Director

DISTRIBUTION NO. 6

MEMORANDUM FOR: Director of Central Intelligence

THRU : Deputy Director (Administration)

FROM : Assistant Deputy/I&S

SUBJECT : Executive Order Prescribing Minimum Security Standards

1. The President has issued an Executive Order prescribing regulations to establish minimum standards for classifying and protecting classified information throughout the Executive Branch of the Government. The Order becomes effective 26 October 1951.

2. CIA Security Regulations meet the minimum standards of the Executive Order except that the Order now requires specific identification of classified matter as "SECURITY INFORMATION" in addition to the usual classification categories, and in a few minor details. However, it is believed that an Agency announcement of the Executive Order would be desirable to stress certain security principles and responsibilities which require emphasis in the Agency. A detailed procedural statement to assure that the new markings are put into effect on time also appears necessary.

3. It is recommended, therefore, that

- (a) Tab A (Announcement of Executive Order) be approved and signed by you for distribution to each employee.
- (b) Tab B (Marking Details) follow your announcement.
- (c) The Security Officer, CIA, by this paper, be authorized to carry out further implementation of the program.




Colonel, GSC

25X1A

Attachment:  
Tabs A and B

25X1A

NOTICE

  
SUBJECT: Classified Security Information


The President has issued an Executive Order establishing minimum standards for the classification, transmission and handling of classified information in the Executive Branch of the Government.

Copies of this Executive Order will be distributed at an early date. While by necessity the CIA Security Regulations require standards generally higher than those prescribed therein, I desire to bring to the attention of every employee that the principles and intent of this Order must be faithfully carried out.

Certain modifications in our procedures will be required and will be incorporated in changes in our Regulations. The most important of these changes are:

- (1) The designation or marking of "SECURITY INFORMATION" which must be applied to all documents or material the safeguarding of which is necessary in the interest of national security.
- (2) More precise measures to insure that administrative information of the Central Intelligence Agency which does not indicate intelligence sources and methods is not designated as "SECURITY INFORMATION".
- (3) Stricter control by all senior officials to avoid overclassification and to insure prompt declassification when appropriate.

The CIA Security Officer, through the Deputy Director (Administration), has been instructed to control and guide all concerned in the implementation of this program throughout the Agency, to make a survey of the classification and declassification procedure now in effect, and to prepare necessary changes in regulations and procedures.

  
WALTER B. SMITH  
Director

25X1A

Distribution No. 6



NOTICE

25X1A

SUBJECT: Additional Marking of Classified Documents

25X1A

1. Reference is made to Agency [redacted], signed by the Director of Central Intelligence, on the subject of classified security information.

2. Any classified document, paper or other classified material originating in the Agency after 25 October 1951, will be stamped or marked with the words "SECURITY INFORMATION" in addition to the usual security designations of TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED.

3. Regardless of date of origin, any CIA classified document, paper or other classified material which is to be distributed outside the Agency after 25 October 1951, will be marked or stamped with the words "SECURITY INFORMATION" in addition to the usual security designations of TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED.

4. The words "SECURITY INFORMATION" will be printed, stamped or otherwise marked at least once on each classified document or other classified material. When practicable, the words "SECURITY INFORMATION" should be placed immediately below the classification designation of TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED appearing at the top of each classified document. "SECURITY INFORMATION" markings normally should be smaller in size than the usual security marking, but should harmonize in color and placement.

5. The use of any of the four security classifications, TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED, combined with the identification "SECURITY INFORMATION", shall be strictly limited to official information which requires safeguarding in the interest of the security of the United States.

6. "SECURITY INFORMATION" stamps may be procured from Building Supply Rooms or Departmental Warehouse. If these stamps are not available by 25 October, a printed or typewritten designation shall be used.

7. Questions concerning the marking, printing, and other related questions in this connection, should be made to the Security Office, extension 692.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]  
WALTER REID WOLF  
Deputy Director (Administration)

25X1A

Distribution No. 6



HOLD FOR RELEASE

HOLD FOR RELEASE

HOLD FOR RELEASE

CONFIDENTIAL: The following Statement by the President, and the accompanying Executive Order and memorandum relating to minimum standards for classifying and handling security information in the Executive Branch of the Government, is for automatic release at 7:00 p.m., EDT, Tuesday, September 25, 1951. No portion, synopsis, or intimation may be published or broadcast before that time.

PLEASE GUARD AGAINST PREMATURE PUBLICATION OR ANNOUNCEMENT.

JOSEPH SHORT  
Secretary to the President

-----

STATEMENT BY THE PRESIDENT

I have today signed an Executive Order to strengthen our safeguards against divulging to potential enemies information harmful to the security of the United States.

This Order provides, for the first time, uniform standards for classifying and protecting security information throughout the Executive Branch of the Government. At the same time, the order prohibits the classification of any information by any agency unless it can show affirmatively that disclosure of the information would harm the national security. Therefore some agencies will never have occasion to institute classification and many of the others will have only infrequent need to do so.

The necessity for this Order arises from the fact that security information occasionally involves, and must be handled by, agencies which normally do not handle security matters. The Order requires them to protect security matters in the same manner as they would be protected in one of the key defense agencies which have traditional classification systems. On the other hand, the Order prohibits any agency from classifying non-security matters.

The American people have a fundamental right to information about their government, and there is no element of censorship, either direct or implied, in this Order. The Order applies only to officials and employees of the Executive Branch of the Government. The public is requested to cooperate, but is under no compulsion or threat of penalty to do so as a result of this Order. Furthermore, I have directed every agency to keep constant watch over its classification activities for the purpose of reducing or eliminating classifications wherever and whenever conditions permit. I expect each Department head or his designated subordinate to investigate promptly and carefully any alleged instance of unjustified use of security classifications. As the result of these policies, and as the result of the clear segregation of security from non-security information, I hope that the American people will receive more, rather than less, information about their government as a result of this Executive Order.

Under the Order, any agency which originates an item of security information is directed to mark it with the words "security information" plus one of the four following classifications: "top secret," "secret," "confidential," or "restricted." The Order specifies the precautions then to be taken in accordance with these classifications, ranging from the most stringent precautions for "top secret" to the minimum precautions for "restricted." The four classifications are the standard marking used by the Departments of Defense and State and no new security classifications are authorized.

To assure that this Order is carried out in the spirit in which it was issued I have also directed the National Security Council, through its Interdepartmental Committee on Internal Security, to maintain a continuing review of classification activities in all agencies with a view to achieving uniform compliance with this order, both as to safeguarding security information and to prevent the classification procedure from being used to withhold information which can be divulged without harm to the national security.

Approved For Release 2003/03/10 : CIA-RDP81-00728R000100110006-6

The President has today sent the following letter to the Heads of Executive Departments and Agencies:

"TO HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

I have today signed an Executive Order prescribing minimum standards for the classification, transmission and handling of official information relating to the security of the Nation.

This order will apply to all Departments and agencies in the Executive Branch of the Government and, therefore, it is of the highest importance that the responsible officials of all agencies familiarize themselves with its requirements and understand its purposes. In this connection I want to emphasize particularly several aspects of this Executive Order.

In the past relatively few agencies, such as the Departments of State and Defense, have had a need to classify information for security purposes. Now, however, with the broad ramifications of our national security effort, many additional agencies are required to handle classified security information. This, in turn, has made it necessary to prescribe these minimum standards for application throughout the Executive Branch of the Government.

However, I want it clearly understood in all agencies, defense and non-defense, that these regulations are to be used exclusively to safeguard the security of the Nation and are not to be used, under any circumstances, for any other purpose. It is my hope that the practical effect of these regulations will be to make more, rather than less, information about the Government available to the people. This should result from the segregation of security information from non-security information. To put the matter bluntly, these regulations are designed to keep security information away from potential enemies and must not be used to withhold non-security information or to cover up mistakes made by any official or employee of the Government. In order to prevent any misunderstanding about this, these regulations prohibit the use of security classifications on non-security information even when the disclosure of such non-security information is forbidden by law (as in the case of census and income tax information). This policy is spelled out in paragraph 3 of Part I of the Regulation.

Your attention is directed specifically to the fact that paragraph 25 (b) of Part IV requires that security information 'shall be assigned the lowest security classification consistent with its proper protection' and that paragraph 28 (c) of Part IV directs that 'It shall be the responsibility and obligation of every Government official to keep classified security information in his custody constantly under review, and to initiate action toward downgrading or declassification as soon as conditions warrant.' Strict adherence to these provisions is absolutely essential for, otherwise, overclassification or failure to downgrade or declassify in timely fashion will defeat the very purpose of these regulations.

In order to further the above objectives of protecting that information upon which the security of the Nation depends, of limiting classification to purely security matters, of using the lowest appropriate classification, and of downgrading or declassifying information as rapidly as conditions permit, I have directed the National Security Council through its Interdepartmental Committee on Internal Security to furnish advice and assistance to the Departments and agencies in connection with these regulations and to

(OVER)

- 2 -

maintain a continuing review of the classification activities in every department or agency to insure uniform and proper application of these regulations, including declassification whenever possible.

I wish to urge upon every Department and agency head conscientious adherence to the spirit and letter of these regulations in the interest of safeguarding the national security on the one hand, and the protection of the public's right to information on the other hand. In the latter connection, I expect each Department head or his designated subordinate to investigate promptly and carefully any alleged instance of unjustified use of security classifications. In considering such instances and indeed in original determinations on classification, it should be borne in mind that improper application of the classification powers is repulsive to our democratic form of Government and burdens Government procedures with unnecessary and expensive restrictions.

HARRY S. TRUMAN"

EXECUTIVE ORDER

10290

PRESCRIBING REGULATIONS ESTABLISHING MINIMUM STANDARDS FOR THE CLASSIFICATION, TRANSMISSION, AND HANDLING, BY DEPARTMENTS AND AGENCIES OF THE EXECUTIVE BRANCH, OF OFFICIAL INFORMATION WHICH REQUIRES SAFEGUARDING IN THE INTEREST OF THE SECURITY OF THE UNITED STATES.

WHEREAS it is necessary, in order to protect the national security of the United States, to establish a system for the safeguarding of official information the unauthorized disclosure of which would or could harm, tend to impair, or otherwise threaten the security of the nation; and

WHEREAS it is desirable and proper that minimum standards for procedures designed to protect the national security against such unauthorized disclosure be uniformly applicable to all departments and agencies of the Executive Branch of the Government and be known to and understood by those who deal with the Federal Government; and

WHEREAS the furnishing of information to the public about government activities will be facilitated by clear identification and marking of those matters the safeguarding of which is required in the interest of national security;

NOW, THEREFORE, by virtue of the authority vested in me by the Constitution and statutes, and as President of the United States, the regulations attached hereto, entitled "Regulations Establishing Minimum Standards for the Classification, Transmission, and Handling, by Departments and Agencies of the Executive Branch, of Official Information Which Requires Safeguarding in the Interest of the Security of the United States," are hereby prescribed for application throughout the Executive Branch of the Government to the extent not inconsistent with law.

Such regulations shall take effect thirty days after their publication in the Federal Register.

All citizens of the United States who may have knowledge of or access to classified security information are requested to observe the standards established in such regulations with respect to such information and to join with the Federal Government in a concerted and continuing effort to prevent disclosure of such information to persons who are inimical to the interests of the United States.

HARRY S. TRUMAN

THE WHITE HOUSE,

September 24, 1951.

REGULATIONS ESTABLISHING MINIMUM STANDARDS FOR THE CLASSIFICATION, TRANSMISSION, AND HANDLING, BY DEPARTMENTS AND AGENCIES OF THE EXECUTIVE BRANCH, OF OFFICIAL INFORMATION WHICH REQUIRES SAFEGUARDING IN THE INTEREST OF THE SECURITY OF THE UNITED STATES.

PART I -- GENERAL

1. PURPOSE AND SCOPE

a. The sole purpose of these regulations is to establish minimum standards, which are to be maintained in all cases where higher standards are not established by appropriate authority, for identifying and protecting information the safeguarding of which is necessary in order to protect the security of the United States; and the minimum standards established by these regulations shall not supersede any higher standards established by appropriate authority.

b. Nothing in these regulations shall be construed to replace, change, or otherwise be applicable with respect to any material or information protected against disclosure by any statute.

c. Nothing in these regulations shall be construed to authorize the dissemination, release, handling or transmission of classified information contrary to the provisions of any law, Executive order, or Presidential directive which restricts the dissemination, release, handling, or transmission of such information.

d. These regulations shall apply only to classified security information as defined in paragraph 4 of Part II hereof, and the terms "classified security information," "security classification," "classify," "declassify," "downgrade," "upgrade," "appropriate classifying authority" and "marking," as used in these regulations, apply or relate only to official information of the United States Government which requires safeguarding in order to protect the national security.

2. CATEGORIES OF CLASSIFIED SECURITY INFORMATION - There shall be four categories of classified security information which, in descending order of importance to national security, shall carry one of the following designations: "Top Secret"; "Secret"; "Confidential"; and "Restricted"; in addition to being specifically identified as "Security Information." No other classification or classifications shall be used to designate classified security information.

3. NON-SECURITY INFORMATION - Information, official or otherwise, shall not be classified under these regulations unless it requires protective safeguarding in the interest of the security of the United States. The use of any one of the four security classifications herein prescribed, combined with the identification "Security Information," shall be strictly limited to classified security information.

PART II -- DEFINITIONS

4. CLASSIFIED SECURITY INFORMATION - The term "classified security information" as used herein means official information the safeguarding of which is necessary in the interest of national security, and which is classified for such purpose by appropriate classifying authority.

5. INFORMATION - The term "information" as used herein means knowledge which can be communicated, either orally or by means of material.

6. MATERIAL - The term "material" as used herein means any document, product, or substance on or in which information may be recorded or embodied.

- 2 -

7. DOCUMENT - The term "document" as used herein means any recorded information regardless of its physical form or characteristics, and includes, but is not limited to, the following: (1) all written material, whether handwritten, printed, or typed; (2) all painted, drawn or engraved material; (3) all sound or voice recordings; (4) all printed photographs and exposed or printed film, still or motion picture; and (5) all reproductions of the foregoing, by whatever process reproduced.

8. PRODUCT AND SUBSTANCE - The terms "product" and "substance" as used herein mean any item of material (other than a document) from which information may be obtained; apply to items in all stages of development, processing, or construction; and include elements, ingredients, components, accessories, fixtures, dies, models and mock-ups associated with such items.

9. AGENCY - The term "agency" as used herein means any department or establishment within the Executive Branch, including any government corporation that is operated as an instrumentality of the Federal Government.

10. UNCLASSIFIED INFORMATION - The term "unclassified information" as used herein means information determined by the appropriate classifying authority not to require the procedural safeguards provided by these regulations and therefore not included in one of the aforementioned security classifications.

11. CRYPTOGRAPHIC SYSTEM - The term "cryptographic system" as used herein means any document, product, or method employed to change information from plain language form into coded form, or to change information from coded form into plain language form.

12. SERIAL MATTER - The term "serial matter" as used herein means any material to which a serial number is assigned and which is accounted for at prescribed intervals and upon specified occasions.

13. TELEGRAM - The term "telegram" as used herein means any document recording information transmitted or for transmission by telegraph, telephone, cable, radio or other electrical means of transmission.

14. CLASSIFY - The term "classify" as used herein means to assign information to one of the four security classification categories after determination has been made that the information requires the security protection provided by these regulations.

15. SECURITY CLASSIFICATION - The term "security classification" as used herein means the category into which information falls after being classified as specified in paragraph 2 of Part I hereof. Extreme care should be exercised to insure that a particular security classification is assigned only to such information as requires the degree of protection made applicable by these regulations to that classification.

16. DECLASSIFY - The term "declassify" as used herein means to remove the security classification.

17. DOWNGRADE - The term "downgrade" as used herein means to assign a lower security classification than that previously assigned.

18. UPGRADE - The term "upgrade" as used herein means to assign a higher security classification than that previously assigned.

19. APPROPRIATE CLASSIFYING AUTHORITY

a. In General. The term "appropriate classifying authority" as used herein means the head of the originating agency and those whom he has authorized to classify, declassify, upgrade or downgrade information pursuant to these regulations.



b. Material Officially Transferred from Originating Agency to Another Agency. In the case of information transferred by or pursuant to statute or Executive order from one agency to another for the latter's use and as part of its official files, as distinguished from transfers merely for purposes of storage, the receiving agency shall be deemed to be the "appropriate classifying authority" for all purposes under these regulations.

c. Material of Defunct Agency Not Officially Transferred to Another Agency. When any agency has in its possession, on or after the effective date of these regulations, any classified security information which is then, or thereafter becomes, five years old and it appears (1) that such information originated in an agency which has since become defunct and whose records, files and other material have not been officially transferred to another agency within the meaning of subsection "b" above, or (2) that it is impossible for the possessing agency to identify the originating agency, and (3) a review of the information indicates that it should be downgraded or declassified, the said possessing agency shall have power under these regulations to declassify or downgrade such information. If it appears probable that another agency may have a substantial interest in the question whether the security classification of any particular information should be maintained, the possessing agency shall not exercise the power conferred upon it by this subsection until thirty days after the possessing agency has notified such other agency of the nature of the information and of its intention to declassify or downgrade the same. During the thirty-day period the other agency may, if it so desires, express its objections to declassifying or downgrading the particular information, but the power to make the ultimate decision shall reside in the possessing agency.

20. MARKING - The term "marking" as used herein means the physical act of indicating on classified security information the assigned classification or change therein.

21. RECORD MATERIAL - The term "record material" as used herein means all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government in connection with the transaction of public business and preserved or appropriated for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, operations, decisions, procedures, or other activities of any agency of the Government, or because of the informational value of the data contained therein.

22. NON-RECORD MATERIAL - The term "non-record material" as used herein means extra copies and duplicates the use for which is essentially temporary, including shorthand notes, used carbon paper, preliminary drafts, and other material of similar nature.

### PART III -- RESPONSIBILITIES

#### 23. ALL PERSONNEL IN THE EXECUTIVE BRANCH

a. The responsibility for the protection, pursuant to these regulations, of classified security information shall rest upon each individual in the Executive Branch of the Government having such information or knowledge thereof, no matter how that information or knowledge was obtained.

b. Each individual in the Executive Branch shall be directly responsible for familiarizing himself with and adhering to all regulations applicable to him which are issued for the protection of classified security information.

24. AUTHORITY FOR HEADS OF AGENCIES TO DELEGATE - The ultimate responsibility for the safeguarding of classified security information within an agency shall remain with and rest upon the head of the

- 4 -

agency, but the head of an agency may delegate the performance of any or all of the functions charged to him herein, including:

- a. The issuance of such additional instructions on the safeguarding of classified security information as requirements of his agency may dictate;
- b. Maintenance of the security of his agency's messenger-courier systems for transmission of classified security information;
- c. Authorization of appropriate officials within his agency to assign information to the proper security classification under these regulations. Authorizations to classify security information as "Top Secret" or "Secret" shall be held to the minimum necessary for the performance of required activities, and shall be maintained at a high level within the agency. The authorizations to classify security information as "Top Secret" shall be substantially more limited in number than those for "Secret" and shall be restricted to those officials whose functional requirements are such that they must have that authority;
- d. Designation of those authorized to receive "Top Secret" security information;
- e. Designation of officials responsible for "Top Secret" security information control;
- f. Designation of individuals responsible for the security programs in the various organizational units of the agency;
- g. Appropriate investigation and clearance of personnel who are to have access to classified security information;
- h. Maintenance within his agency of a continuing review of the use of security classifications to insure uniform and proper application;
- i. Establishment of procedures governing dissemination of classified security information outside his agency;
- j. Establishment of procedures governing changes in security classification and the destruction of classified security information;
- k. Thorough indoctrination of all individuals of his agency in security regulations and procedures; and
- l. Issuance of additional instructions pertaining to communications security, serial matter, Restricted Data (as herein-after used), and other subjects requiring additional regulations.

#### PART IV

#### RULES GOVERNING SECURITY CLASSIFICATION, UPGRADING, DOWNGRADING, AND DECLASSIFICATION

##### 25. GENERAL CLASSIFICATION PRINCIPLES

- a. Uniformity of Application of Classification. Uniformity of application of classification shall be a requirement for the proper safeguarding of classified security information. In accordance with paragraphs 2 and 3 of Part I hereof, and in order to preserve the integrity of the security classifications "Top Secret," "Secret," "Confidential," and "Restricted," when combined with the identification "Security Information," these classifications shall be used only for the purpose of identifying information which must be safeguarded to protect the national security.
- b. Use of Lowest Consistent Classification. To avoid over-classification and depreciation of the importance of properly classified security information and to avoid unnecessary delay in the handling and transmission of documents and other material, security information

shall be assigned the lowest security classification consistent with its proper protection. Use of the classification "Top Secret" combined with the identification "Security Information," shall be held at an absolute minimum. Such classification shall be given only to information which plainly requires the highest degree of protection in the interest of national security. The major criterion for the assignment of this classification shall be recognition of the fact that unauthorized disclosure of information so classified would or could cause exceptionally grave danger to the national security. The classification "Secret" combined with the identification "Security Information" shall be given only to information which requires extraordinary protection in the interest of national security. The classification "Confidential" combined with the identification "Security Information" shall be given to such information as requires careful protection in order to prevent disclosures which might harm national security. The classification "Restricted" combined with the identification "Security Information" shall be applied to information having such bearing upon national security as to require protection against unauthorized use or disclosure, particularly information which should be limited to official use.

c. Special Statutory Use of Term "Restricted Data."  
The term "Restricted" as used herein shall not be confused with the term "Restricted Data," defined in the Atomic Energy Act of August 1, 1946 (60 Stat. 766, c. 724, sec. 10(b)(1); 42 U.S.C. sec. 1810(b)(1)) as follows:

"The term 'Restricted Data' as used in this section means all data concerning the manufacture or utilization of atomic weapons, the production of fissionable material, or the use of fissionable material in the production of power, but shall not include any data which the Commission from time to time determines may be published without adversely affecting the common defense and security."

Nothing in these regulations shall be construed to authorize the classification, downgrading or declassification of "Restricted Data," except by the Atomic Energy Commission in conformity with the provisions of the Atomic Energy Act.

## 26. SPECIAL CLASSIFICATION RULES

a. Change in Classification of Information. No change shall be made in the assigned classification of security information without the consent of the appropriate classifying authority; extracts from or paraphrases of classified documents shall likewise be maintained in the assigned security classification unless the consent of the appropriate classifying authority to downgrade or declassify such extract or paraphrase is secured, or unless the agency making such extracts knows positively that they bear a security classification lower than that of the document from which extracted, or that they are not classified.

b. Classified Telegrams shall not be referred to, extracted from, paraphrased, downgraded, declassified, or disseminated except in accordance with special regulations issued by the head of the originating agency.

Classified telegrams transmitted over cryptographic systems shall be handled in accordance with the regulations of the transmitting agency.

c. Information Originated by a Foreign Government.  
Information of a classified nature originated by a foreign government and furnished to the United States by that government shall be assigned a security classification which will assure a degree of protection equivalent to or greater than that required by the originating government.

d. Documents in General. Documents shall be classified according to their own content and not necessarily according to their relationship to other documents. References to classified material which do not reveal classified security information shall not be classified.

e. Physically Connected Documents. The classification of a file or group of physically connected documents shall be at least as high as that of the most highly classified document therein. Documents separated from the file or group shall be handled in accordance with their individual security classification.

f. Multiple Classification. A document, product, or substance shall bear a classification at least as high as that of its highest classified components. The document, product, or substance shall bear only one over-all security classification, notwithstanding that pages, paragraphs, sections, or components may bear different classifications.

g. A Letter Transmitting Security Information shall be classified at least as high as its highest classified enclosure.

## 27. UPGRADING

a. When information is upgraded, the appropriate classifying authority shall, so far as possible, notify all addressees to whom the information was originally transmitted.

b. If the recipient of information believes that its assigned classification is not sufficiently protective, he shall safeguard it in accordance with the classification he deems appropriate and shall bring his reasons for such belief to the attention of the appropriate classifying authority with a request for upgrading.

## 28. DOWNGRADING AND DECLASSIFICATION

a. Automatic. Wherever practicable, the classifying official shall place a notation on classified material, except telegrams, that after a specified event or date, or upon removal of classified enclosures, the material will be downgraded or declassified.

b. Non-automatic. The appropriate classifying authority may downgrade or declassify security information when circumstances no longer warrant its retention in its original classification. When such information is downgraded or declassified the custodian of the record material, in the case of a document, or the custodian of the products or substances shall be so informed; and, when practicable, the other recipients of the material shall be similarly advised.

c. Review of Assigned Classifications. It shall be the responsibility and obligation of every government official to keep classified security information in his custody constantly under review, and to initiate action toward downgrading or declassification as soon as conditions warrant.

## PART V

### DISSEMINATION OF CLASSIFIED SECURITY INFORMATION

#### 29. GENERAL

a. No person shall be entitled to knowledge or possession of, or access to, classified security information solely by virtue of his office or position.

b. Classified security information shall not be discussed with or in the presence of unauthorized persons, and the latter shall not be permitted to inspect or have access to such information.

- 7 -

c. The head of each agency shall establish a system for controlling the dissemination of classified security information adequate to the needs of his agency.

### 30. LIMITATIONS ON DISSEMINATION

a. Within the Executive Branch. The dissemination of classified security information shall be limited to persons whose official duties require knowledge of such information. Special measures shall be employed to limit the dissemination of "Top Secret" security information to the absolute minimum. Only that portion of "Top Secret" security information necessary to the proper planning and appropriate action of any organizational unit or individual shall be released to such unit or individual.

b. Outside the Executive Branch. Classified security information shall not be disseminated outside the Executive Branch by any person or agency having access thereto or knowledge thereof except under conditions and through channels authorized by the head of the disseminating agency, even though such person or agency may have been solely or partly responsible for its production.

c. Information Originating in Another Agency. Except as otherwise provided by section 102 of the National Security Act of July 26, 1947, c.343, 61 Stat. 498, as amended, 50 U.S.C. sec. 403, classified security information originating in another agency shall not be disseminated outside the receiving agency without the consent of the originating agency. Documents and material containing security information which are classified "Top Secret" and "Secret" shall not be reproduced without the consent of the originating agency.

d. Telephone Conversations. Classified security information shall not be revealed over the telephone, except that the head of an agency may permit the practice of so discussing security information classified as "Restricted" which originated within his own agency.

31. LOSS OR SUBJECTION TO COMPROMISE - Any person in the Executive Branch who has knowledge of the loss or possible subjection to compromise of classified security information shall promptly report the circumstances to a designated official of his agency, and the latter shall take appropriate action forthwith, including advice to the originating office or agency.

## PART VI

### RULES GOVERNING HANDLING OF CLASSIFIED SECURITY INFORMATION (Including Marking, Transmission, Storage, and Destruction)

32. MARKING - After determination of the classification to be assigned thereto, classified security information shall be marked in accordance with the procedures herein set forth. In order to identify classified security information and to distinguish it from non-security information, classified security material must always be clearly identified with the words "Security Information."

#### a. Documents

(1) Bound Documents. The assigned security classification on bound documents, such as books or pamphlets, the pages of which are permanently and securely fastened together, shall be conspicuously marked or stamped on the outside of the front cover, on the title page, on the first page, on the back page and on the outside of the back cover. In each case the markings shall be applied to the top and bottom of the page or cover.

(2) Unbound Documents. The assigned security classification on unbound documents, such as letters, memoranda, reports, telegrams, and other similar documents, the pages of

- 8 -

which are not permanently and securely fastened together, shall be conspicuously marked or stamped at the top and bottom of each page, in such manner that the marking will be clearly visible when the pages are clipped or stapled together.

(3) Charts, Maps, and Drawings. Classified charts, maps, and drawings shall carry the security classification marking under the legend, title block, or scale in such manner that it will be reproduced on all copies made therefrom. Such classification shall also be marked at the top and bottom in each instance.

(4) Photographs, Films and Recordings. Classified photographs, films, and recordings, and their containers, shall be conspicuously and appropriately marked with the assigned security classification.

b. Products or Substances. The assigned security classification shall be conspicuously marked on classified products or substances, if possible; on their containers, if possible; or, if the article or container cannot be marked, written notification of such classification shall be furnished to recipients thereof.

c. Additional Markings.

(1) Material Furnished Persons not in the Executive Branch of the Government. When classified security information affecting the national defense is furnished authorized persons, in or out of Federal service, other than those in the Executive Branch, the following notation, in addition to the assigned classification marking, shall whenever practicable be placed on the material, on its container, or on the written notification of its assigned classification:

"This material contains information affecting the national defense of the United States within the meaning of the espionage laws, Title 18, U.S.C., Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law."

Use of alternative marking concerning "Restricted Data" as defined by the Atomic Energy Act is authorized when appropriate.

33. TRANSMISSION

a. Preparation of Classified Security Information for Transmission.

(1) Outside an Agency.

(a) "Top Secret" Security Information and "Secret" Security Information.

1. "Top Secret" security information and "Secret" security information shall be enclosed in opaque inner and outer covers.

2. The inner cover shall be a sealed wrapper or envelope plainly marked with the assigned security classification and address.

3. The outer cover shall be sealed and addressed with no indication of the security classification.

4. There shall be attached to or enclosed in the inner cover a receipt form containing no classified security information but identifying the addressor, addressee and the document; such receipt will be signed by the proper recipient and returned to the sender.

5. Written material shall be protected from direct contact with the inner cover by a cover sheet or by folding inward.

(b) "Confidential" Security Information.

1. "Confidential" security information shall be prepared for transmission in the same manner as that indicated for "Top Secret" security information and "Secret" security information, except that it shall be covered by a receipt only when the sender deems it necessary.

(c) "Restricted" Security Information.

1. "Restricted" security information shall be transmitted in a sealed wrapper or envelope without any indication of the security classification of the contents shown thereon.

2. No receipt shall be required for "Restricted" security information.

(2) Within an Agency. Preparation of classified security information for transmission within an agency shall be governed by regulations, issued by the head of the agency, insuring a degree of security equivalent to that outlined above for transmission outside an agency.

b. Transmission of Classified Security Information.

(1) "Top Secret" Security Information.

(a) The head of each agency shall designate Top Secret Control Officers to receive, maintain registers of, and dispatch all "Top Secret" security information.

(b) The transmission of "Top Secret" security information shall be effected (1) preferably by direct contact of officials concerned, or alternatively by specifically designated personnel, by State Department diplomatic pouch, by a messenger-courier system especially created for that purpose, or by electric means in encrypted form; or (2) in the case of information transmitted by the Federal Bureau of Investigation, such means of transmission may be used as are currently approved by the Director, Federal Bureau of Investigation, unless express reservation to the contrary is made in exceptional cases by the originating agency.

(2) "Secret" Security Information shall be transmitted within the continental United States by one of the means established for "Top Secret" security information, by an authorized courier, by United States registered mail, or by protected commercial express, air or surface. "Secret" security information may be transmitted outside the continental limits of the United States by one of the means established for "Top Secret" security information, by commanders or masters of vessels of United States registry, or by United States Post Office registered mail through Army, Navy or Air Force postal facilities, provided that the material does not at any time pass out of United States Government control and does not pass through a foreign postal system. "Secret" security information may, however, be transmitted between United States Government and/or Canadian Government installations in continental United States, Canada and Alaska by United States and Canadian registered mail with registered mail receipt.

(3) "Confidential" Security Information shall be transmitted within the United States by one of the means established for higher classifications, by ordinary mail, or by express or freight under such specific conditions as may be prescribed by the head of the department or agency concerned. Outside the continental United States, "Confidential" security information shall be transmitted in the same manner as authorized for higher security classifications.

(4) "Restricted" Security Information shall be transmitted within the continental United States by any means authorized for higher security classifications, or by express or freight. "Restricted" security information shall be transmitted outside the continental United States by one of the means established for higher security classifications, but registration of "Restricted" security information shall not be required when it is transmitted by Army, Navy or Air Force postal channels.

#### 34. PHYSICAL SECURITY

a. Storage Facilities. Classified security information not in actual use by, or under direct observation of, an authorized person located in the same room shall be stored as set forth below:

(1) "Top Secret" Security Information shall be stored in the most secure facilities available. Normally it will be stored in a safe, a steel file cabinet, or other steel container having a three position dial-type combination lock and being of such weight, size, construction, or installation as to minimize possibility of physical theft or damage by fire or tampering. In lieu of such a container, the material may be stored in a secure room or vault approved for such use by the head of the agency and kept securely locked when not in use. Such approval shall not be construed to relieve the custodian of any responsibility for the safety of the classified security information. If the foregoing safeguards are not available, material so classified shall be kept under surveillance of an armed guard when not in use.

(2) "Secret" and "Confidential" Security Information shall be stored in a manner authorized for "Top Secret" security information, or in metal file cabinets equipped with a steel lockbar and an approved three combination dial-type padlock from which the manufacturer's identification numbers have been obliterated, or in comparably secure facilities approved by the head of the agency.

(3) "Restricted" Security Information may be stored in a manner authorized for higher categories of classified security information, but ordinarily shall be stored in a container equipped with a reasonably secure locking device, or in any other storage facility of comparable security approved by the head of the agency.

#### b. Inspections

(1) It shall be the responsibility of the individual charged with the custody of classified security information to accomplish the necessary inspections within his area to insure that all procedural safeguards prescribed by these regulations are taken to protect such information at all times.

(2) In each agency individuals shall be designated to make inspections on a room or area basis to insure that all classified security information has been properly and safely stored.

#### c. Safe Combinations

(1) Safe combinations shall be changed at least once a year; whenever a person knowing the combination is transferred from the office to which the safe is assigned; when a safe is first brought into an office; when the combination has been subjected to compromise; and at such other times as is deemed necessary.

(2) Knowledge of combinations shall be limited to the minimum necessary for operating purposes.

(3) Safe combinations shall be given a security classification equivalent to that of the most highly classified security information authorized by these regulations to be contained in the safe.



- 11 -

35. DESTRUCTION OF CLASSIFIED SECURITY INFORMATION

a. Types of Material Which May Be Destroyed

(1) Record Material may be destroyed only in accordance with the Act of July 7, 1943, c. 192, 57 Stat. 380, as amended, 44 U.S.C. secs. 366-380.

(2) Non-Record Material may be destroyed as soon as it has served its purpose.

b. Methods of Destruction. Classified record material, the destruction of which has been authorized, and classified non-record material shall be destroyed by the following methods under procedures established by the head of the agency:

(1) "Top Secret," "Secret" and "Confidential" Security Documents shall be destroyed by burning; products and substances by an equally complete method of destruction; in each case in the presence of an appropriate official. The head of an agency may authorize destruction of documents other than by burning, provided the resulting destruction is equally complete.

(2) "Restricted" Security Information shall be destroyed by burning, shredding or reduction to pulp, or an equally complete method of destruction.

c. Records of Destruction. Appropriate records of destruction of material classified "Top Secret" and "Secret" combined with the identification "Security Information," shall be maintained in accordance with procedures established by the head of the agency.

PART VII

INTERPRETATION OF REGULATIONS BY THE ATTORNEY GENERAL

36. The Attorney General, upon request of the head of a department or agency or his duly designated representative, shall personally or through authorized representatives of the Department of Justice render an interpretation of these regulations in connection with any problems arising out of their administration.

- - - - -

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.NOTICE  
[ ]

25X1A

22 October 1951

SUBJECT: Personnel Exit-Interviewing

1. Between 1 January and 1 October, this year, 955 employees terminated their services with the Agency. Of this number, approximately 530 left for causes that could possibly have been prevented. This rate of employee turnover reflects a management problem requiring the attention of every supervisory official. Preventable turnover of competent personnel represents waste. In addition to the tremendous financial cost, this loss of employee knowledge, skills, and training background has more than usual significance in CIA. Recruitment handicaps, time-consuming pre-appointment processing, and the limited effectiveness of new employees pending full orientation and indoctrination are factors which call for special efforts to retain employees whose performance is satisfactory. In addition, the existence of an expanding group of former employees who have a knowledge of the Agency's organizational structure, functions, projects, and personalities, poses a security problem of major proportions.

2. The experience of CIA, of other governmental organizations, and of private industry, has established the value of an exit interview program in reducing the volume of employee separations. The exit interview is one which takes place between a representative of the Personnel Office (generally an employee counselor) and an employee as soon as possible after the employee tells his supervisor that he is dissatisfied, that he intends to leave, or to transfer from his present work, or when a supervisor decides to institute separation action against an employee. Exit interviewing primarily aims to ascertain the actual reasons prompting employees to contemplate resignation, and to retain the services of competent employees if a satisfactory solution of their grievances or problems may be found. Operating along these lines, the exit interview is actually a pre-exit interview in the sense that it must be conducted before the employee completes plans to leave, in order to serve the purpose for which the interview is designed. It is not intended to be a substitute for the supervisor's responsibility for inducing his employees not to leave or for maintaining conditions which keep turnover low. It is intended to provide additional assistance after supervision has done its utmost toward retaining a satisfactory employee.

3. The effectiveness of exit interviewing is largely dependent upon how soon it can be conducted after the employee makes known his dissatisfaction or his intention to resign. Accordingly, it is most important that the employee who announces his intention to leave the Agency, or who has unresolved grievances which may result in his leaving, be referred by his supervisor to the Personnel Relations Branch, Room 104, North Building, telephone extension [ ] immediately after the supervisor has determined

-1-

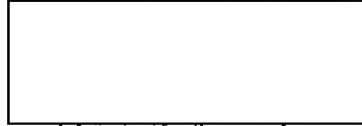
CONFIDENTIAL

007 24

CONFIDENTIAL

that he cannot induce the employee to change his decision, or has not otherwise been able to effect an adjustment of the employee's grievance. The alert action of supervisors in making such referrals will contribute a good deal to lessened turnover.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 4

-2-

CONFIDENTIAL

~~CONFIDENTIAL~~

Executive Registry
2-2985

17 October 1951

MEMORANDUM FOR: Deputy Director/Administration  
FROM: Assistant Director/Personnel  
SUBJECT: Personnel Turnover.

1. The cost of recruiting, security clearances, processing of applicants and training new employees makes it essential that all preventable employee separations be eliminated. The Personnel Office has often been successful in persuading employees to stay with the Agency when such individuals have consulted with representatives of the Personnel Office, prior to their actual leaving. In the past, however, most employees scheduled to separate their employment with CIA are referred to the Personnel Office after they have completed plans for new employment outside CIA. It is then usually too late to develop solutions to the problems which have caused them to look for employment elsewhere.

2. To overcome the problems reviewed in the foregoing paragraph, I recommend issuance of the proposed CIA Notice which is attached. Distribution should be to all persons occupying supervisory positions.

25X1A

F. TRUBEE DAVISON

Attachment.

~~CONFIDENTIAL~~

Oct 20/51

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

[REDACTED]

18 October 1951

SUBJECT: New Number for Reaching the CIA Long Distance Operator

1. Effective 0830 hours, Thursday 1 November 1951, the CIA Long Distance Operator may be reached by dialing the digit "0" (Operator) instead of 81. When the operator responds the calling party shall then ask for "Long Distance."

2. This change is necessary as the [REDACTED] numbers are now being assigned to Agency Offices.

25X1

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 4

RESTRICTED

Acting Deputy Chief, Administrative Services

5 October 1951

Chief, Building Maintenance and Utilities Division

Suggestion For Agency Notice Regarding Method Of Reaching CIA  
Long Distance Operator.

25X1 1. Prior to 1 November 1951, instructions should be issued and circulated changing the number for reaching the CIA long distance operator from the present number "81" to the new number "0". This is required because of the installation of number blocks [redacted] on that date. The operator will respond with "Operator" to which the calling party will say, "Long Distance Please".

2. It will be impracticable to assign any new branch numbers beginning with the number "8" until the new method has been thoroughly publicized and actually put into practice, in order to prevent calls for the long distance operator from being routed to the various eighth level switches where they would receive no response, after dialing a two digit number.

3. It is further suggested that if a CIA Telephone Directory is proposed for issuance on approximately 1 November 1951, that the back cover of any new issue be used to publicize this change. Arrangements will also have to be made to change the instructions listed on the back of the front cover as well.

4. At the present rate of expansion, we will not be able to hold the eighth level open more than an additional thirty (30) days and continue to provide new telephone service.

5. Attached please find a draft of the proposed Agency Notice.

14  
[redacted]

25X1A

11 October 1951

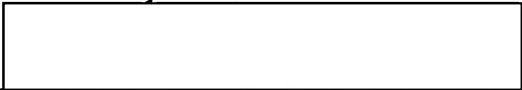
MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: CIA Notice re Observance of Fire Prevention Week.

1. General Services Administration Circular No. 25 (attached) submitted to this office as a proposed Agency Notice. Attached also is our suggested Notice which is briefed from the GSA Circular, but including the Proclamation of the President.

2. Coordinated only with I&S by reason of the function of Agency safety assigned that office. The signature has been omitted pending decision of your office as to who should sign.

3. This will be issued by offset rather than mimeograph, based on the proposed distribution No. 6, which is all CIA employees.

  
Advisor for Management

25X1A

2 Attach.

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Advisor for Management  
FROM : Chief, Security Division

DATE: 11 October 1951

SUBJECT: CIA Notice Re Observance of Fire Prevention Week

25X1A

1. It is believed that proposed Notice [ ] should be altered before release in accordance with the following suggestions:

a. Under Paragraph 3 it is noted that every employee of CIA is required to read and act upon certain suggestions. Among these suggestions are checkups of electrical wiring, signal circuits, elevator cables, etc. Responsibility for inspecting this type of equipment rests with PBS, not with CIA. The CIA Fire and Safety Officer at the present time follows PBS closely to insure that that agency does make proper inspections. The inspection of automatic sprinklers, standpipe hose, etc. is likewise a responsibility of PBS and not of CIA employees. The CIA Fire and Safety Officer follows these inspections closely with PBS to insure that they are made and that the fire prevention equipment is in good working order.

b. Paragraph 4 requires that all personnel should be informed as to what action is to be taken in case of fire and in the particular means of evacuation of their area. This requirement has already been accomplished under the Fire and Disaster Emergency Evacuation Plan under the general supervision of the CIA Fire and Safety Officer. It might be confusing to release this notice stating that such action should be done.

2. Aside from the above comments, I&SO has no objections to the release of the attached notice.

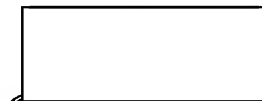
25X1A



25X1A

25X1A

Attachment



*Per phone call from me  
- This need not be sub. if  
one copy to each office for info.*



25X1A



GENERAL SERVICES ADMINISTRATION  
Washington 25, D. C.

*W. H. C.*  
25X1A

September 21, 1951

GENERAL SERVICES ADMINISTRATION CIRCULAR NO. 25

TO: Heads of Federal Agencies

Subject: Observance of Fire Prevention Week, October 7 to 13, 1951

1. General. This Circular directs attention of Federal agencies to the Proclamation by the President designating the week beginning October 7, 1951, as Fire Prevention Week.

2. The Proclamation:

"WHEREAS, during the past year preventable fires have again brought death to at least 10,000 of our citizens and permanent disability or painful injuries to scores of thousands more; and

"WHEREAS, each year natural and created resources worth nearly a billion dollars are destroyed in our country by fire; and

"WHEREAS, the present emergency especially requires that we conserve our manpower, our productive facilities, and our material resources;

"NOW, THEREFORE, I, HARRY S. TRUMAN, President of the United States of America, do hereby designate the week beginning October 7, 1951, as Fire Prevention Week.

"I urge that every man, woman, and child in this great land contribute to the National effort to make the United States strong by accepting individual responsibility in the year-round campaign against the needless waste of life and destruction of property by preventable fires. I request that State and local Governments, the American National Red Cross, the National Fire Waste Council, the Chamber of Commerce of the United States, business, labor, and farm organizations, churches, schools, civic groups, and the agencies of public information, including newspapers, magazines, and the radio, television, and motion-picture industries, cooperate fully in the observance of Fire Prevention Week. I also direct the appropriate agencies of the Federal Government to assist in this crusade against the toll of life and property resulting from fires.

"IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the United States of America to be affixed.

OCT 2 1951

"DONE at the City of Washington this seventh day of August in the year of our Lord nineteen hundred and fifty-one, and of the Independence of the United States of America the one hundred and seventy-sixth."

HARRY S. TRUMAN

3. Responsibility. The Proclamation directs all appropriate agencies of the Federal Government to assist in this crusade against the toll of life and property resulting from fires. Seldom in our history has there been a greater need for agencies of the Federal Government to highlight this grave responsibility, or a more timely opportunity to stimulate year-round concerted action against the ever growing number of fires. It is imperative that our National resources in manpower, productive facilities, and material assets be conserved in this critical period.
4. Elimination of Fire Hazards. It is suggested that special surveys be made in all Government controlled buildings to discover and eliminate dangerous conditions. Particular attention should be given to improper disposal of smoking materials and to smoking in areas where combustibles are stored. It is important to establish and maintain good housekeeping conditions throughout all buildings. Manufacturing processes should be reviewed from the standpoint of fire safety. Examination of storage areas, shops, file rooms, and other hazardous areas are likely to disclose serious fire hazards which can be removed. Flammable liquids should be kept in approved safety cans and away from ignition sources.

Faulty electrical wiring and equipment should be given special attention, especially motors and other equipment which require careful periodic check-ups. It is equally important to check the condition of elevator traveling cables, cable contacts, and signal circuits. Examination of elevator guide rails, elevator pits and machine rooms is likely to disclose a potential fire hazard which should be removed.

Means for preventing spread of fire vertically and horizontally in buildings in order to minimize fire damage is of equal importance. Fire doors should be checked to make certain that they are in good working condition and are not obstructed or blocked open. Blocking of fire exit stairways, corridors and other means of egress should not be permitted. Automatic sprinklers, fire extinguishers, standpipe hose and other fire extinguishing devices and alarm systems should be carefully inspected to make sure that the equipment is adequate and in good working condition.

Prearranged plans for prompt <sup>evacuation</sup> and effective action when fire breaks out are essential. All employees should be instructed and trained

in the action to be taken when a fire occurs, especially in the use of fire alarm boxes and in what they are to do in their local building evacuation plan procedure. The organization and training of a plant fire brigade for continuous protection should be given careful consideration. Local public fire department officials should be invited to inspect Government properties.

5. The Federal Fire Council. Self-Inspection Report Forms for use by custodians in making surveys of Government properties will be furnished free of charge, upon request, by the Federal Fire Council, Room 5320, General Services Building, Washington 25, D. C.
6. Action. Plans for Fire Prevention Week should be carefully made and vigorously executed. Federal agencies are urged to bring forcibly to the attention of all employees the importance of fire prevention in Government buildings and in the homes, and to project Fire Prevention Week into a continuing crusade against destructive fires.



JESS LARSON  
Administrator

Next 6 Page(s) In Document Exempt

~~SECRET~~

RAT

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Mr. Dulles

DATE: 18 September 1951

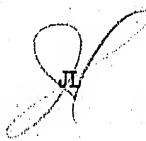
25X1A

FROM : 

SUBJECT:

The attached memorandum in regard to projects would definitely appear to be a step in the right direction.

Most projects requiring review by the PRC are O/PC projects and many of these have a fairly important intelligence potential. Might it not be wise, therefore, to include in the attached memorandum a paragraph to the effect that coordination has been accomplished with any other interested office such as O/SO.

~~SECRET~~

SECRET

13 September 1951

MEMORANDUM FOR: Project Review Committee

FROM : Deputy Director (Plans)

25X1A

SUBJECT : Submission of Projects for PRC Approval

REFERENCE a. : [REDACTED], dated 4 May 1951.

b. : Project Review Committee Procedures, dated  
15 May 1951, issued over the signature of DDCI.

It is noted that many projects submitted for PRC consideration are not sufficiently developed to permit immediate and final PRC action. Accordingly, it is recommended that the PRC approve for issuance the attached draft of a PRC Procedural Memorandum Number 2 herewith proposed as a supplement to reference (b). It is believed that this draft is self-explanatory and that it would have the immediate effect of requiring more adequate project planning, tightening project presentation, and enabling prompt and definitive PRC decision.

[REDACTED]

25X1A

FRANK G. WISNER

Enclosure  
Draft of PRC Procedural  
Memorandum.

SECRET

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

25 September 1951

SUBJECT: Building Services

1. This Agency has been advised by the Public Buildings Service, General Services Administration, that substantial reductions in appropriation funds for the fiscal year 1952 will result in lower performance levels of services furnished by the PBS.

2. The operational plan has been established and includes the following:

A. Cleaning Operations

1. Room cleaning

This operation will be performed on alternate nights. Waste paper and trash will be collected nightly. Ash trays will be cleaned nightly.

2. Toilet Rooms

No change in the frequency or the extent of the present operations.

3. Window Washing

Window washing will be performed 3 times a year.

4. Painters

Reduction will be made in the painting activities to the extent that the painting of space will be restricted generally to that required for urgent preservation only.

5. Tenant changes

Tenant change work will be performed only in the most urgent and vital cases.

3. In view of the drastic curtailment of PBS services, CIA employees are urged to maintain good housekeeping practices. Alterations and painting will be authorized only when absolutely necessary.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 4

SEP 28 1951

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

2 October 1951

25X1A

SUBJECT: Safety Notes

1. This is the first of a series of safety bulletins which will be issued periodically, bringing to the attention of all employees various hazardous conditions and practices which have been observed by the CIA Safety Officer. Corrective action should be taken on the items cited in each bulletin. The issuance of each new bulletin should serve also as an additional opportunity for recommending safe practices to all personnel.

USE OF HOT PLATES

2. The use of improperly installed hot plates and coffee makers is prevalent throughout the Agency and constitutes a definite fire hazard, particularly in the temporary buildings.

25X1A

3. CIA [ ] outlines the general conditions under which such appliances may be used. More specific instructions are listed in Chapter II, Section (9), of the CIA Safety Manual.

4. Any coffee makers or hot plates which are not installed in accordance with the regulation listed above and do not have the approval of Administrative Services are subject to removal.

UNSAFE WEIGHT LOADS ON FLOORS

5. CIA occupies a number of temporary frame buildings. The hazard of overloading the floors of these buildings is ever-present, and it is of utmost importance that the placing of any concentrated weight loads within the temporary buildings be done under proper supervision.

6. Personnel, especially in these temporary buildings, should be cognizant of the danger of floor overloading caused by placing safes indiscriminately about a room. When the slightest doubt arises over the propriety of placing additional weight in any area, assistance should be requested from the Building Maintenance and Utility Division of Administrative Services.

OCT 8 1951



GOOD HOUSEKEEPING AND SAFETY CONSCIOUSNESS

7. Constant good housekeeping is one of the most effective preventive measures which can be taken against safety hazards. By preventing the accumulation of trash blocking the aisles and exits, and by reporting promptly the existence of any safety hazards, the chance of injury to personnel and destruction of government property can be reduced considerably.

8. All employees are urged to become increasingly safety conscious and to make frequent reference to the CIA Safety Manual.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REID WOLF  
Deputy Director  
(Administration)

25X1A

DISTRIBUTION NO. 4

21 August 1951

TO : Advisor for Management  
SUBJECT: Proposed Safety Bulletin

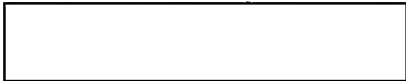
1. In order to maintain the proper control and at the same time to disseminate information on correct safety practices throughout the Agency it is requested that approval be obtained for the distribution of a periodic safety bulletin.

2. Such a bulletin could be issued in the same form as the standard CIA notices with a subject heading "Safety Bulletin". By covering a variety of safety subjects and practices in one bulletin with a 4 distribution the information would be circulated to section chiefs where it is felt it would do the most good. Distribution of this information to all personnel in the Agency is not deemed necessary.

3. This proposed bulletin need not be distributed on a rigid schedule but could be sent out periodically when the CIA Safety Officer determines the need to advise offices within the Agency concerning specific safety practices.

4. It is felt that such a bulletin would prove to be a very practical medium for keeping personnel advised as to the latest safety developments and at the same time to eliminate unnecessary duplication of notices by combining several subjects in one bulletin.

25X1A

  
CIA SAFETY OFFICER

SEP 5 1951

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D. C.

NOTICE

DATE \_\_\_\_\_

NO. \_\_\_\_\_

SUBJECT: Safety Bulletin

It is the primary purpose of this notice to bring to the attention of all office heads and section chiefs for correction, any hazardous conditions and practices which are Agency-wide and have been determined by the CIA Safety Officer to be detrimental to personnel and government property. In addition the bulletin should serve as a medium for recommending safe practices to personnel which should reduce the possibility of accidents.

The following practices have aroused considerable concern and should not be tolerated within the Agency: *NO*

A. *Heard* The use of improperly installed hot plates and coffee makers is prevalent throughout the Agency and constitutes a definite fire hazard, particularly in the temporary buildings. CIA  outlines the general conditions under which such appliances may be used. More specific instructions are listed in Chapter II, Section (19), of the CIA Safety Manual. Any coffee makers or hot plates which are not properly installed or do not have the approval of Administrative Services are subject to confiscation.

B. Because CIA occupies a number of frame buildings known as temporary buildings, the hazard of overloading is ever present. Since the average employee knows comparatively little about ~~floor-loads, maximum load limits etc.~~, it is of utmost importance that the placing of any concentrated loads within the temporary buildings be done under proper supervision. Personnel should be cognizant of the danger of overloading temporary buildings by placing safes indiscriminately about a room, and when the slightest doubt arises over the propriety of placing additional weight in any area, assistance should be requested. The Building Maintenance and Utility Division of Administrative Services can obtain the services of the Building Engineers of the Public Building Service, who are experienced in the proper loading of floors in temporary buildings. Personnel should be encouraged to seek this assistance in order that all buildings occupied by CIA can be kept within the specified safe load limits, thus eliminating any undue stress and strain which might weaken the structural members of the building. *how much weight per sq. ft. whom?*

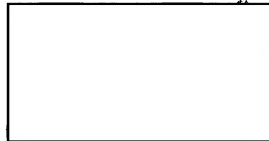
25X1A

SEP 7 1961

- 2 -

C. Constant good housekeeping is one of the most effective preventative measures which can be taken against safety hazards. By preventing the accumulation of trash, blocking the aisles and exits and by reporting promptly the existence of any safety hazards, the chance of injury to personnel and destruction of government property can be reduced considerably. All employees are urged to be safety conscious by frequent reference to the CIA Safety Manual.

*Dir*



25X1A

Next 1 Page(s) In Document Exempt

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

17 September 1951

SUBJECT: Orientation and Indoctrination Course

25X1A

REFERENCE: CIA Regulation [ ]

1. The Office of Training will conduct the Fourth Class of the Agency Orientation and Indoctrination Course in the Department of Agriculture Auditorium (Fifth Wing, South Agriculture Building, Independence Avenue near 14th Street) from 2 through 5 October 1951. The program will begin promptly at 0900 hours and continue through 1200 hours on each of these days. (Schedules for the Fourth Class will be distributed to those nominated to attend.) CIA badges must be shown to gain entrance to the auditorium.

2. In accordance with CIA Regulation [ ] the following policy governs attendance at the Fourth Class:

25X1A

a. Mandatory for all fully-cleared CIA employees grade GS-5 and above who have joined the Agency since the last course was offered (12 June 1951), and for those fully-cleared employees GS-5 and above who have entered on duty with the Agency since 1 October 1950 who were either excused from the previous classes or, for some reason, failed to complete one of them. (OPC and OSO employees, grade GS-5 and GS-6, who have attended the TRC Staff Indoctrination Course are excepted. Persons in this category may attend if nominated by their Assistant Director.)

b. Office heads (Assistant Directors and Chief's of Administrative Offices) may nominate fully-cleared employees in grade GS-4 who have entered on duty since 1 October 1950, provided such employees are assigned to positions requiring general knowledge of Agency organization and operations.

c. Office heads may nominate personnel, grade GS-4 and above, employed prior to 1 October 1950. Selections from this category will be based on available facilities.

d. Requests for excusing personnel indicated in paragraph 2a, above, from attendance at the Fourth Class must be submitted by Office heads to the Director of Training with justification in each case.

-1-

CONFIDENTIAL

SEP 19 1951

CONFIDENTIAL

e. Office heads will submit to the Director of Training (Room 224 Central Building, Ext. [redacted] prior to 1200 hours 27 September 1951, the number of employees nominated to attend from each category, 2a through 2c, above.

25X1

3. a. No arrangements can be made for those attending the course to park in the vicinity of the South Agriculture Building.

b. Special Capital Transit chartered busses will leave the "Loop" at the north end of "M" Building at 0830 hours on the mornings of the course, to take those persons, whose offices are located in North, Central, South, Administration, "Q", "M", and adjacent buildings, to the auditorium. They will make a return trip to this point each day at noon time.

c. Special Capital Transit chartered busses will leave from Gate 9 in the rear of "K" Building at 0830 hours each morning of the course, to take persons whose offices are located in "L", "K", and adjacent buildings to the auditorium. They will make a return trip to this point at noon time.

d. Employees attending the course whose offices are located in other buildings will use the regular shuttle service.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[redacted]  
WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 2

-2-

CONFIDENTIAL





13 September 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Communications Office

Confirming our conversation of 10 September, requesting that you discuss with the other Deputies the following:

a. The office designation of the communications organization. (Should it be "Office of Communications" or "Communications Office"?)

b. The title of the senior assistant to the Director of Communications. (Possibly "Assistant to the Director of Communications" or "Associate Director of Communications", in order not to give the impression of another Assistant Director or Deputy Director.)

[REDACTED]  
Assistant Deputy Director  
Administration

25X1A

ADD/A:LTS:jc

Dist:

Addressee - Orig w basic  
Adv for Mgt -- 1 w Notice [REDACTED] cc ✓  
ADD/A (G) chrono - 1

25X1A

CONFIDENTIAL



~~SECRET~~

21 August 1951

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT: Appointment of [REDACTED]  
Major General, USAF

25X1A

25X1A

It is my understanding that "Director of Communications"  
is the title you prefer for the office which [REDACTED]  
[REDACTED] will assume as of 17 September 1951.

25X1A

This title is entirely acceptable to me, and I will have a  
Notice prepared to this effect.

WRW (per RAN)

WALTER REID WOLF  
Deputy Director  
(Administration)

~~SECRET~~

AUG 23 1951

Next 12 Page(s) In Document Exempt

02 TRAVEL

Schedule of Estimated Rates

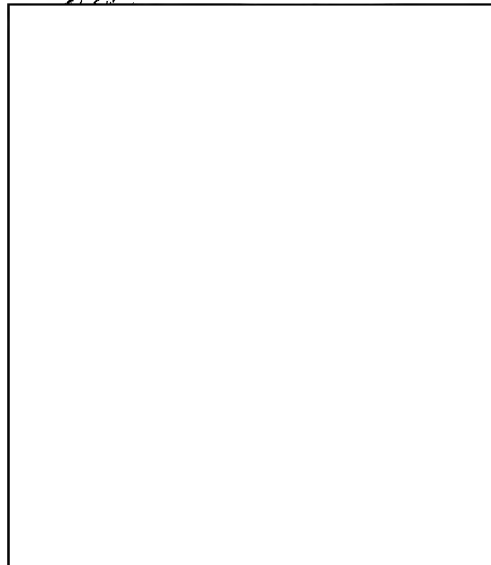
From	To	One Way	Round Trip
Washington	<u>Domestic:</u>		
	New York	\$20	\$40
"	Boston	35	65
"	South	75	150
"	East Coast	25	50
"	Mid-West	50	120
"	West Coast	175	350
	<u>Foreign:</u>		
"	South America	600	1,150
"	Europe	475	1,000
"	Middle East	700	1,400
"	Far East	1,000	2,000

Schedule includes average costs of transportation and per diem, etc.

CONFIDENTIAL

Next 7 Page(s) In Document Exempt

FOR IMMEDIATE RELEASE



Allen W. Dulles of New York City was today named Deputy Director of Central Intelligence to succeed William H. Jackson, of Princeton, New Jersey, who resigned that post due to the pressure of private business. Mr. Jackson will continue with CIA as special assistant to the director on a part-time basis. He has been Deputy Director since October 1950.

Both Dulles and Jackson were members of the three-man board that in January 1949 prepared for the National Security Council a report on the national intelligence system including a review of the Central Intelligence Agency.

A one-time career diplomat, New York attorney, and wartime chief of the Office of Strategic Services in Switzerland, Mr. Dulles joined Central Intelligence in November 1950 as Deputy Director for Plans. He will be succeeded in his post by Frank G. Wisner of Washington, wartime naval intelligence and OSS officer, and a CIA official since 1948.

-----

(Biographical data attached)

# ALLEN W. DULLES

Chief of the Swiss-based OSS mission which during World War II helped negotiate the German surrender in Italy, Mr. Dulles was born in Watertown, New York in 1893. He was graduated from Princeton University in 1914, in 1916 was awarded his M. A. and in 1926 received a law degree from George Washington University.

After teaching English for one year in Allahabad, India, Mr. Dulles joined the diplomatic service in 1916. He served in Vienna and then in Berne before being appointed to the American Commission to negotiate the peace treaty after World War I. Following a brief tour of duty in Berlin, Mr. Dulles was assigned to the Department of State in Washington and in 1920 to the American mission to Constantinople. Upon his return to the United States in 1922, he was named chief of the division of Near Eastern Affairs of the Department of State. As U. S. delegate to the International Conference on Arms Traffic, Mr. Dulles went to Geneva in 1925 and again in 1926 as a member of the American delegation to the Preparatory Disarmament Commission.

In 1926 he resigned from the foreign service to join the law firm of Sullivan and Cromwell in New York city. Thereafter he served as legal advisor to the American delegation at the Three-Power Naval Conference in Geneva in 1927 and as legal advisor to the American delegation at the general Disarmament Conferences in 1932 and 1933.

He is the author of two books, "Can America Stay Neutral?" with Hamilton Fish Armstrong in 1939, and "Germany's Underground" in 1947. In 1946, he was elected president of the Council on Foreign Relations.

Mr. Dulles is married to the former Clover Todd, has three children including a son in the Marine Corps, and makes his home in New York city.

He is the brother of John Foster Dulles, special representative of the President for the Japanese peace treaty.

# WILLIAM HARDING JACKSON

Wartime deputy intelligence officer to General Omar N. Bradley, Mr. Jackson was born in 1901 in Nashville, Tenn. He is a graduate of Princeton, 1924, and of the Harvard Law School, 1928. After two years with the New York city law firm of Cadwalader, Wickersham and Taft, Mr. Jackson joined the staff of Carter, Ledyard and Milburn in 1930 to become a partner of that firm in 1934. Commissioned a captain in the U. S. Army Air Force in 1942, Mr. Jackson went to London in January 1943 as assistant military air attache for anti-submarine intelligence. In August 1943 he became chief of strategic intelligence for General Jacob L. Devers and with the formation of General Bradley's 12th Army Group, joined that staff as deputy G-2. In August 1945 he was separated from the army in the rank of Colonel. On his return to New York, Mr. Jackson joined the investment firm of J. H. Whitney & Company as managing partner. In 1948 he was named by the National Security Council to survey the national intelligence system together with Allen W. Dulles and Mathias F. Correa. On October 1, 1950 Mr. Jackson was appointed deputy director of Central Intelligence.

# FRANK G. WISNER

A wartime intelligence and OSS officer, Wisner was born in 1909 in Laurel, Mississippi. He was graduated from the University of Virginia in 1931 and from the University law school there three years later. In 1934 he joined and later became a partner in the New York city law firm of Carter, Ledyard, and Milburn. Commissioned an officer in naval intelligence in 1941, Mr. Wisner served with OSS from 1943 until his discharge in 1946 in the rank of Commander. During that period of duty he served in Africa, the Middle East, in the Balkans, in France, and in Germany. Mr. Wisner again left his law firm in 1947 to serve as Deputy Assistant Secretary of State for Occupied Areas. In 1948 he joined the Central Intelligence Agency.

He is married to the former Mary Ellis Knowles, has four children, and makes his home in Washington, D. C.



CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

20 August 1951

SUBJECT: Effective EOD date for New Overseas Appointees.

1. When an individual is appointed from his home in the United States, at a point outside the metropolitan area of Washington, D. C., for duty abroad, the effective date of entrance on duty will be the day the appointee departs from his home. Time spent in a travel status from date of entrance on duty until time of reporting for duty in Washington, which is in excess of that reasonably required, shall be considered as excess travel time and charged as leave without pay.

25X1A

2. The above paragraph will be incorporated in CIA Regulation in the near future.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 3

CONFIDENTIAL

AUG 23 1951

SECRET

14 August 1951

MEMORANDUM FOR THE RECORD

SUBJECT: CIA Notice RE: Effective EOD date for New Overseas Appointees.

The attached draft of Notice No [ ] ed 9 August 1951 was discussed 14 August by phone with [ ] of Office of General Counsel, [ ] Assistant Comptroller. The discussion centered on the second sentence beginning "Any part of a calendar.....". It was agreed that the exact statement (or as suggested "Any part of a normal working day.") should properly not be made part of an official Agency regulation but rather should be omitted entirely and audit criteria be issued by the Comptroller for the guidance of auditors processing those documents concerned. The Office of the General Counsel took the position that no one exact or precise statement could be legally supported but that the matter was one for administrative determination on a "reasonable" basis.

25X1A

25X1A

25X1A

[ ]

25X1A

SECRET

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

17 August 1951

SUBJECT: Shuttle Service

1. The existing shuttle schedule between CIA buildings and the Pentagon is rescinded effective close of business Friday, 17 August 1951.

2. The new schedule to be effective Monday, 20 August 1951, will provide service every fifteen (15) minutes and change the route of operation between the "L" Building stop at Memorial Circle and Quarters "Eye".

3. The new schedule will be distributed separately.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

WALTER REID WOIA  
Deputy Director  
(Administration)

DISTRIBUTION NO. 4

Aug 18 1951

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

16 August 1951

SUBJECT: Red Cross Aid for Flood Disaster Victims.

1. President Truman has issued a strong appeal to the people residing in other parts of the country to aid victims of the disastrous floods in the Middle West, and has asked the American Red Cross to take the leadership in raising additional money and providing personnel for relief and rehabilitation of the stricken area.

2. The American Red Cross is therefore undertaking to raise \$5,000,000 to aid in this tremendous task. The quota for the metropolitan area of Washington, D. C. is \$68,000.

3. It is urged that every employee donate according to his own financial situation. Keymen in each Office will contact employees for voluntary contributions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REID WOLF  
Deputy Director  
(Administration)

25X1A

DISTRIBUTION NO. 4

AUG 23 1951

THE AMERICAN RED CROSS  
MID-WEST FLOOD RELIEF COMMITTEE  
WASHINGTON METROPOLITAN AREA  
1508 H Street, N. W. — Ex. 0055

*Following is a transcript of a letter from President Harry S. Truman to President Harriman of the American National Red Cross:*

"Dear Mr. Harriman:

Early yesterday I returned from a survey flight over the flood-stricken areas of Kansas, Missouri and Oklahoma. I was appalled at what I saw. The extent and the violence of the destruction to homes, farms and industries was tragic.

But at the same time there was a heartening thing to be seen. This was the magnificent way in which help was forthcoming. I speak of the relief work carried out by the various branches of the Military, by the Federal, State and Municipal Governments, and by the Red Cross. There were many others.

The Act under which the \$25,000,000 authorized by Congress will be expended specifies that the responsibilities of the Red Cross shall not be limited or in any way affected.

In addition to all that the constituted authorities can do to help restore normal life in the communities, there is a vital job to be done by the Red Cross. That job is with people, with those whose lives have been so dislocated by their flood losses that, without help, they cannot get back on their feet. Human welfare is the most important job. It is a job that cannot wait. It was for that reason the people through the Congress, in 1905, officially entrusted the responsibility for such work to the American National Red Cross.

The real work of the Red Cross in the flood area is just beginning. Its heaviest task is still ahead. Months from now, long after the memory of these floods is slipping from the minds of people in other sections, the Red Cross will still be on the job assisting the victims. The money the Red Cross provides for rebuilding a house or for refurnishing, or for helping a family to find the means to help itself, will be given outright, not lent. This assistance will be given only on the basis of the needs of the families involved.

This job of the Red Cross is going to take a lot of money -- more than the Red Cross can provide from its present resources.

For that reason I call upon all Americans now to contribute as generously as they can, at least \$5,000,000 through their local Red Cross Chapters to aid our flood-stricken fellow citizens in Kansas, Missouri, Oklahoma and Illinois.

Sincerely yours,

Harry S. Truman"

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

25X1A

8 August 1951

25X1A

SUBJECT: Return to Duty from Sick Leave

REFERENCES: CIA Regulation  
CIA Regulation

1. The provisions of referenced regulations are being generally overlooked when employees return to duty from sick leave.

2. Provisions of these regulations requiring report in person or by telephone to the Medical Office upon return to duty from sick leave should be brought to the attention of all employees.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[Redacted Signature]

25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 4

CONFIDENTIAL

Aug 11 1951

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

25X1A TO : Advisor for Management  
Attention: [REDACTED]  
FROM : Chief, Medical Staff  
SUBJECT: Enforcing Sick Leave Regulations

DATE: 26 July 1951

1. CIA Regulations [REDACTED] which refer to employees reporting to the Medical Office after they have been on sick leave, are being largely ignored.

25X1A

2. After discussing this matter with members of your office and the Pay Roll and Leave Office it appears that the matter would be best handled through the Administrative Officers in each office.

3. A notice is included which might serve the purpose.

25X1A

[REDACTED]  
JOHN R. TLETJES, M. D.

EO/JRT:jo

Encl: 1  
1. Draft

## Distribution:

Orig. & 1 - Addressee  
1 - Subj. file  
1 - [REDACTED]

25X1A

AUG 3 1951

~~SECRET~~





CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

STAT

30 July 1951

SUBJECT: Emergency Medical Treatment

STAT

1. Emergency medical treatment for injuries suffered in line of duty or for any medical emergency for CIA employees (and PBA personnel assigned to duty within the CIA area), including all ambulance service, will be obtained during 0830 hours to 1700 hours on normal workdays by calling Extension [ ]

2. All CIA employees (and PBA personnel assigned to duty within the CIA area) requiring emergency medical treatment for injuries or medical emergency suffered in line of duty during hours other than indicated in paragraph 1, above, may obtain such at the Providence Hospital, 2nd and D Streets, S. E. Form CA-16 is required and should be completed prior to reporting to the hospital or as soon thereafter as possible. All building guards maintain a supply of this form.

3. During hours other than indicated in paragraph 1, above, emergency ambulance service for all CIA employees (and PBA personnel assigned to duty within the CIA area) suffering from illness or injury incurred while on Government duty or while on Government premises is to be summoned as follows:

a. For personnel INJURED while on duty in Washington or immediate vicinity, call:

ME. 3900 - Emergency Ambulance Service, Inc.

b. For personnel suffering from ILLNESS while on duty, call:

Washington: HO-3322 (Ambulance Services)  
Arlington: OX-2900 (Arlington County Rescue Squad)  
Suitland: UN-1122 (Ambulance, Prince Georges County)  
Bethesda: WI-1000 (Bethesda-Chevy Chase Rescue Squad)  
Alexandria: AL-5100 (Alexandria Rescue Squad)

c. For personnel either injured or suffering from illness while NOT on duty (but on Government premises), or for persons other than Government employees, call as indicated in paragraph b, immediately above.

d. In all line of duty emergencies, the caller must indicate that the request is for a compensation case.



4. In cases of extreme emergency, any ambulance (or rescue squad) and hospital may be called.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

*acting*

~~WALTER REID WOLF~~  
Deputy Director  
(Administration)

DISTRIBUTION NO. 5

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Advisor For Management

DATE: MAY 24 1951

FROM : Chief of Procurement

25X1A SUBJECT: Amendment to [ ] CIA Manual

1. Reference is made to the attached procedural draft -  
Subject: Protection and Utilization of Government Property.

25X1A

2. It is requested that information contained therein be  
included in the [ ] of the CIA Manual following Para-  
graph 2 - G, Page 5.

[ ]  
ANDREW E. VAN ESSO

25X1A

Attachment (1)

MAY 26 1951

(DRAFT 14 May 1951)

## H. Protection and Utilization of Government Property

To minimize losses resulting from damage to Government property reported heretofore, and to effect adequate utilization of such property each Assistant Director and Administrative Office Chief will be guided by rules and/or policy set forth herein:

(1) Protection and Utilization of Property:

- (a) Office machines will be used only on adequate stands or the typing pedestal of a typist desk.
- (b) Extreme care will be exercised in the movement of office machines and other property from one location to another to prevent damage.
- (c) Office machines will not be stored on top of filing cabinets or on the floor where they may easily be damaged. Machines and other items of equipment in excess of needs should be returned to stock.
- (d) Defective stands, desks, machines and other property which do not function properly will be reported to the Procurement Office, Supply Division, Extension [redacted] immediately, in order that repair or replacement may be effected.
- (e) Office machines will be kept covered when not in use to prevent damage by accumulation of dust and other abrasives. Additional covers necessary to comply with this requirement may be requisitioned from warehouse stock.

(2) Allocating of Executive Type Office Furnishings:

The following designates activities of CIA who are authorized issuance of Executive Type Office Furnishings:

- (a) Office of the Director and Deputy Directors.
- (b) Offices of Assistant Directors and their Deputies.
- (c) Offices of Administrative Office Chiefs and their Deputies.

(3) Replacement Standards for Office Furniture and Equipment

Items of office furniture and equipment may be replaced only when it is determined that such replacement is essential for the efficient and economical performance of the functions of the Agency and when it is determined that satisfactory repair cannot be accomplished.

[redacted]  
Acting Deputy Director.  
(Administration)

25X1A

(4) Utilization Surveys:

The Procurement Office will be responsible for conducting periodic surveys, in addition to requirements set forth above, to determine that Government property is being adequately protected and utilized.

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

25X1A

NOTES

1 July 1951

SUBJECT: List of Approved CIA Forms

1. Attached hereto is the revised list of forms approved for use within the Agency.

2. This list supersedes and cancels lists published with CIA Notice No. [ ] dated 1 October 1950.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

Attachment: Revised List of Forms

DISTRIBUTION: 3

RESTRICTED

JUL 26 1951

RESTRICTED

## FUNCTIONAL INDEX FOR CIA FORMS

SUBJECT	PAGE NUMBER
Accounting, Accounts and Addits	1
Action	1
Allotments and Allocations	1
Applicants, Applications, Appointments, Personnel and Personal Data	2
Approvals	3
Attendance and Leave	3
Charge-Out and Filing Devices	3
Check Sheets	3
Clearances	3
Coding	4
Contact, Liaison and Interview	4
Contracts and Agreements	4
Control and Follow-Ups	5
Damage, Destruction, Salvage and Loss	6
Distribution, Delivery and Disposition	6
Examinations and Tests	6
File Slips	7
Indebtedness	7
Information Requests, Reports and Records	7
Instructions	8
Inventories	8
Letterheads	8
Logs and Registers	9
Mail, Courier and Messenger	9
Medical	9
Obligations	9
Orders	10
Passes, Pass and Admission Records	10
Pay Roll and Time Records	10
Production	11
Purchase	11
Receipts and Receiving	11
Recruitment	11
Reference Index	12
Reports and Statements	12
Requirements	13
Requisitions and Requests	13
Rosters and Strength Reports	13
Routing, Signature and Memo Sheets and Slips	13
Schedules	14
Status	14
Surveys, Studies, Investigations and Inspections	14
Telecommunications	15
Training	16
Transfers	17
Transmittals	17
Travel, Transportation and Shipping	18
Vouchers	18
Work Sheets, Charts and Graphs	18



~~RESTRICTED~~

## FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
----------	-------	-------------------------

Accounting, Accounts and Audits (1)

33-16	Accounting by Individual for Advance	JUN 1949
33-18	Post Allowance Audit Card	FEB 1948
33-26	Capital Transfers Affecting Washington	DEC 1949
33-32	Cash Journal	NOV 1949
33-36	Recapitulation of Overseas Accounting	OCT 1950
33-37	Adjustments to Monthly Report	OCT 1950
34-13	Postage Stamp Disposition Record and Summary Report	OCT 1949
34-38	Bill and Collection Register	JUN 1950
34-102	No Title - Request to carrier for rebilling of Transportation Request because of unused portion of ticket	JUN 1949
34-103	No Title - Request for Clarification to Permit Prompt Settlement of Billing (Manifold)	SEP 1950
34-104	Request for Information Relative to Disposition of Certified Voucher Covering Account	OCT 1948
36-111	Transfer of Property Accountability	APR 1950
36-63	Monetary Value Record	NOV 1949

Action (2)

33-39	Project T/O Control	MAY 1951
36-206	Contract Approval Action Record	May 1951
37-1	Confidential Funds Personnel Action	NOV 1949
37-3	Personnel Action Request	NOV 1949
37-14	Placement Action Slip	FEB 1949
37-65	Personnel Action Routing Slip	DEC 1949
37-109	Personnel Action Transmittal Memorandum	JUN 1947
37-111	Canceled Personnel Action	JUL 1950
38-70	Personnel Action	NOV 1950

Allotments and Allocations (3)

32-5	Advice of Allotment Authorization	JUL 1950
32-7	Request for Change in Allotment	NOV 1947
32-21	Budget Analysis	APR 1950
33-20	Report on Expenditures and Budget Allocations	APR 1950
34-39	Analysis of Allotment Transactions - Unruled	DEC 1950
34-39A	Analysis of Allotment Transactions - Ruled	DEC 1950
51-91	Project Sub-allotment	FEB 1950
56-77	Analysis of Budget Allocations	OCT 1950 <sup>59</sup>
59-5	OPC Administrative Allotment Advice	NOV 1949
59-5	OPC Administrative Allotment Advice (Manifold)	NOV 1949

-1-

RESTRICTED

Applicants, Applications, Appointments, Personnel and Personal Data (4)

23-1	Applicant Record Card	SEP 1950
28-4	Applicant Data Form	JUL 1950
(Test)		
28-106	No Title - Letter of Acknowledgement to Applicant (Bond)	MAR 1951
28-106	No Title - Letter of Acknowledgement to Applicants (Tissue)	MAR 1951
33-2	Foreign Duty Data Sheet	MAR 1949
33-40	Contract Control	MAY 1951
<del>37-6</del>	<del>Personnel Information</del>	<del>FEB 1950</del>
37-6	Personnel Information Card - IBM	MAY 1951
37-20	Service Record Card - White	FEB 1948
37-22	Within Grade Promotion Record	JUN 1947
37-50	Personnel Data Form	JUL 1948
37-73	Daily Log of Personnel Actions	DEC 1949
37-74	Qualification Review	DEC 1949
(Test)		
37-79	Residence and Dependency Report	MAY 1950
37-81	Employment Check Sheet	JUL 1950
37-82	Military Status Questionnaire	AUG 1950
37-112	Letter of Availability	DEC 1949
37-114	No Title - Notice of Completion of EOD Processing	APR 1950
37-115	No Title - Request for Physical Examination	MAY 1950
37-117	Report of Interview	JAN 1951
37-118	Report of Contact	JAN 1951
37-119	Field Recruitment Cover Sheet	JAN 1950
37-120	Medical Supplement Sheet - For Standard Form No. 89	JAN 1951
37-121	Professional Record for Physicians	FEB 1951
37-124	Status Card	MAR 1951
37-125	Placement Officer Activity Report	MAR 1951
37-126	New Hire Routing Sheet	APR 1951
(Test)		
37-129	No Title - Notice of Non-EOD	JUN 1951
37-130	No Title - Letter Advising Applicant of Employment	APR 1951
37-130A	No Title - Letter Advising Applicant of Employment	APR 1951
37-130B	No Title - Letter Advising Applicant of Employment	APR 1951
37-130C	No Title - Letter Advising Applicant of Employment	APR 1951
37-131	No Title - Request for Interview	APR 1951
37-132	Change in Status Routing Sheet	MAY 1951
37-134	Applicant Check List	MAY 1951
37-135	Memorandum of Agreement	JUN 1951
37-137	No Title - Letter to Applicant	JUN 1951
37-138	No Title - Letter to Applicant	JUN 1951
37-139	No Title - Letter to Applicant	JUN 1951
37-140	No Title - Letter to Applicant	JUN 1951
37-142	Military Personnel Status Sheet	JUN 1950
38-1	Personal History Statement	SEP 1950
38-1A	Personal History Statement - Appendix I	APR 1951
38-35	Application for Employment	JUL 1948

-2-

RESTRICTED

RESTRICTED

38-39	Notice of Fingerprinting	SEP 1949
38-69	Certificate - Understanding of Security Regulations	SEP 1950
38-78	Prepare Referral	APR 1950
51-82	Trait Analysis	NOV 1949
51-83	Assessment Request	NOV 1949
51-84	Evaluation Sheet	NOV 1949
51-95A	Personal Record Questionnaire - Part I	MAY 1950
51-95B	Personal Record Questionnaire - Part II	MAY 1950
51-96	Rating Profile	MAY 1950
51-105	No Title - Letter of Appointment (Unvouchered) Employees)	JUN 1948
56-67	Employee's Information Form - Departmental	AUG 1948
56-74	Affidavit - Striking Against the Federal Government	MAY 1950

APPROVALS (5)

10-1	Advice of Project Action	FEB 1950
33-39	Project T/O Control	MAY 1951
33-40	Contract Control	MAY 1951
38-101	Security Approval	MAR 1951

Attendance and Leave (6)

33-30	Duty Status Report	JUN 1949
34-37	Chargeable Leave Memorandum	MAY 1950
35-22	Bi-Weekly Attendance Record	APR 1950

Charge-Out and Filing Devices (7)

35-13	Document Charge-Out Slip	NOV 1946
35-24	Serial Removal Form	APR 1947
35-26	Abstract Charge-Out Slip	APR 1947
35-28	File Charge-Out Slip	NOV 1949
38-78	Request for File	APR 1951

Check Sheets (8)

37-81	Employment Check Sheet	JUL 1950
37-134-38-73*	<del>Applicant Check Sheet</del> <i>Applicant Check List</i>	<del>MAY 1950</del> m
38-7	Security Check Sheet	JAN 1950
38-8	Staff Duty Officer's Check List	JUN 1948
70-22	Final Checking Record	FEB 1948

Clearances (9)

20-2	Record Card	JUN 1948
27-101	No Title - Office Memorandum	MAR 1949
28-2	Outgoing Clearance Sheet	JAN 1950
34-30	Final Payment Clearance Sheet	DEC 1950
37-104	Request for Security Clearance	OCT 1950

RESTRICTED

RESTRICTED

37-116	No Title - Notification of Limited Clearance	AUG 1950
38-106	No Title - Advice of Provisional Clearance on Temporary Appointment	APR 1951
60-86	No Title - Deadline? Must Clear Division by:	OCT 1950

Coding (10)

37-83	Medical Statistical Report	AUG 1950
37-117	Report of Interview	JAN 1951
37-118	Report of Contact	JAN 1951
37-142	Military Personnel Status Sheet	JUN 1950
38-47	Security Information Card	MAR 1949
60-23	Master Card Data	MAY 1941-1949
60-47	Graphics Register Analysis Sheet - Spot Photography	FEB 1951-50
60-49	Individual Code Sheet	AUG 1948
60-49A	Organization Code Sheet	SEP 1948
60-55	Graphic Materials Analysis Sheet - Film	APR 1949
60-59	Biographical Code Sheet	MAY 1950
60-66	Employee Status Change Card	NOV 1949

25X1A

36-20

RESTRICTED

RESTRICTEDControl and Follow-Ups (13)

10-2	List of Papers	OCT 1950
30-16	Form Code and List Control	JAN 1950
32-1	Form Control Card	APR 1950
32-8	Position Control Ledger	APR 1947
32-12	Position <del>Card</del> Control - White Card	MAY 1951
32-12	Position Control - Blue	JAN 1948
33-21	SFD-SMU Posting Control	MAR 1951
34-35	Designation Authorization	APR 1950
35-53	Project/Contract Control Card - Acme (Green)	SEP 1950
35-58	Important Notice!	JAN 1951
36-14A	<del>36-18A</del> <del>Important Notice Card</del> - stock Control Card	FEB 1949
36-15	<del>36-15A</del> <del>Voucher Register Card</del> - Voucher Register	FEB 1951
		7.16.1948
		June 1951
36-25A	Supply Record Card	AUG 1948
36-34	Contractor's File Card	JAN 1947
36-46	Dispatch Record	MAY 1951
36-47	Chauffeur's Record	NOV 1947
36-48	Identification Control Card	JUL 1947
36-55	Contract Record	SEP 1947
36-87	Replenishment of Stock Record	JUN 1949
36-89	Vehicle Record	OCT 1949
36-90	Monthly Abstract of Issues of Gasoline, Oil and Operating Supplies	NOV 1949
36-99	Employee Property Issue Record	FEB 1950
36-120	<del>NIS</del> <del>Publication Control</del> - NIS Publication Control	NOV 1950
36-205	Procurement Control Card - Local Delivery	JUN 1951
36-205A	<del>36-205A</del> <del>Position Control Card</del> - White Card - Procurement Control Card - Case file	JUN 1951
36-210	Regarding Control Card	MAY 1951
37-15	Position Control Card - White	FEB 1950
37-15	Position Control Card - Salmon	OCT 1948
37-63	Overseas Processing Control Card	APR 1951
37-69	Approved Positions	SEP 1949
37-127	Processing Tickler Card	APR 1951
37-128	Status of Processing Card	APR 1951
(Test)		
37-133	Status Change Control Card	MAY 1951
38-40	Physical Security Control Card	JUN 1948
38-72	Covert Name Check Control Card	DEC 1950
38-77	Case Control	APR 1951
51-55	Letter Card	JAN 1948
51-56	Document Card	JAN 1948
51-74	Document Control Card	FEB 1949
51-79	Stock and Allocation Record	JUL 1949
57-20	Document Control Slip	JUN 1950
58-10	Project Record Card	OCT 1949
58-11	Periodical Record Card	SEP 1949
58-13	Newspaper Accountability Record	FEB 1950
59-1	No Title - OPC Project Control	JUN 1950
59-6	Case Record	JAN 1950

-5-

RESTRICTED

59-9	Publication Receipt and Routing Record	JUN 1950
59-10	Case Control Index Card	SEP 1950
60-39	Block Control	APR 1950
60-41	CIA Library Loan Slip	MAR 1951
60-57	Batch Control Sheet	JUL 1949
60-60	Information Control Sheet	DEC 1948
60-62	Daily Batch Control Record	FEB 1950
60-65	Graphic Materials Record - Card	FEB 1950
60-65	Graphic Materials Record - Sulphite	JUL 1950
60-68	Publication Supply Record	JAN 1950
60-75	Top Secret Posting Record	JAN 1950
60-76	Records Center Control Card	JAN 1950
60-84	Microfilming Record	OCT 1950
60-87	Microfilm Carton Label	NOV 1950
60-96	Inter-library Loan and Procurement Record	JUN 1951
70-17	<del>Publication Progress Record</del> <i>Publication</i>	<del>FEB 1947</del> <i>Feb 1947</i>
70-24	Drafting Room Record	FEB 1948
70-26	Office Map Record	FEB 1948
70-33	Map Delivery Record	JAN 1950
70-41	Map Request Routing Sheet	NOV 1948
70-47	Follow-Up Requirements - SO	DEC 1949
70-47A	Follow-Up Requirements	AUG 1950
70-54	Map File Record	APR 1950

Damage, Destruction, Salvage and Loss (14)

35-18	No Title - Certification of Destruction of Document	NOV 1947
35-59	Destruction Report Card	AUG 1949

Distribution, Delivery and Disposition (15)

35-21	Distribution Record File Card	MAR 1947
36-10	Combination Stock Record, Receiving and Property Issue Form	APR 1948
36-21	Authorization for Pick-up and Delivery	JUL 1948
36-108	Letter No. 3 - Inquiry as to mailing date of periodicals not received.	AUG 1949
60-80	Document Disposal Report	MAY 1950
60-94	Standard Distribution Record	MAR 1951
70-28	Primary Distribution Record	FEB 1948
70-33	Map Delivery Record	MAY 1948

Examinations and Tests (17)

37-42A	Test Record Card	JAN 1950
37-42B	Test Record Card	JAN 1950
37-42C	Test Record Card	JAN 1950
37-42D	Test Record Card	JAN 1950
37-42E	Test Record Card	JAN 1950
37-42F	Test Record Card	FEB 1950
37-42G	Test Record Card	FEB 1950
37-46	Shorthand Test Chest	

RESTRICTED

37-46	Shorthand Test Sheet	NOV 1949
37-51	Checklist and Score Sheet for Road Test in Traffic	AUG 1948
37-70A	Report of Qualifications	JAN 1950
37-70B	Report of Qualifications	JAN 1950
37-70C	Report of Qualifications	JAN 1950
37-70D	Report of Qualifications	JAN 1950
37-70E	Report of Qualifications	JAN 1950
37-70F	Report of Qualifications	FEB 1950
37-70G	Report of Qualifications	FEB 1950
37-76	Testing Notice	FEB 1950
37-122	Induction Interview Record	MAR 1951
37-115	Personality Profile	FEB 1951

File Slips (18)

35-1	File and Routing Slip	JAN 1949
35-31	Abstract File Slip - White (Cut Sheet)	APR 1947
35-31	Abstract File Slip - Yellow (Cut Sheet)	APR 1947
35-31	Abstract File Slip - Blue (Cut Sheet)	APR 1947
35-31	Abstract File Slip - Pink (Cut Sheet)	APR 1947
35-31	Abstract File slip - White and Blue	SEP 1949
35-31	Abstract File slip - White, Blue and Green	APR 1947
35-31	Abstract File Slip - Yellow and Pink	SEP 1949
38-62	Abstract File Slip - Reference Index - I&SS	DEC 1949
60-16	Cross Reference Slip	DEC 1947
70-4	File Slip - Unclassified	AUG 1948
70-5	File Slip - Classified	AUG 1948

Indebtedness (19)

34-21	Bill for Collection (Manifold)	OCT 1949
34-22	Statement of Details	APR 1947

Information Requests, Reports and Records (20)

51-4A	Information Report	NOV 1949
51-4A-1	Information Report	NOV 1949
51-4B	Information Report	DEC 1948
51-4C	Information Report	DEC 1948
51-4D	Information Report	MAR 1951
51-5	Information Report - External Survey Detachment	OCT 1949
51-14	Information Directive	JUN 1949
51-58	Field Information Report Sheet	FEB 1948
51-59	Operational and Source Data Sheet	FEB 1948
51-61	Information Report	MAY 1949
51-61A	Information Report	MAY 1949
51-76	OSO Preliminary Response to OCD	MAR 1949
51-77	Information Report	JUN 1949
55-8	Assessment Sheet	JAN 1949
		APR 1950
		AUG 1950
		AUG 1950
		JUL 1950
		OCT 1950
		APR 1949
		APR 1951

Approved For Release 2003/03/10 : CIA-RDP81-00728R000100110006-6

58-8	Editorial Press-Work Sheet	APR 1949
59-12	Request for Intelligence	<del>APR 1950</del> <i>Apr 1951</i>
60-1	Request for Intelligence Information	APR 1948
60-6	C. D. Kardex Record	MAY 1948
60-34	ICF Card - Duplimat	JUL 1949
60-34A	ICF Card - Continuation Sheet	MAY 1951
60-58	Biographical Information Sheet	APR 1950
60-58A	Biographical Information Sheet - Continuation Form	JAN 1950
60-58B	Biographical Information Card - McBee	MAY 1950
60-60	Information Control Sheet	DEC 1948
60-64	Biographic Report	MAY 1949
60-64	Biographic Report - Tissue	MAY 1949
60-72	Request for Intelligence Information	FEB 1950
60-83	Record Sheet	SEP 1950
60-85	Collection Action Record Sheet	OCT 1950
60-88	No Title - Information Coordination	NOV 1950
(Test)		
60-101	No Title - CD Letter Pack	JAN 1949
60-110	Request for Documents	<i>sep</i> <del>SEP</del> 1950
60-111	Transmittal of Intelligence Material	SEP 1950
70-10	Evaluation Sheet	JUL 1950
70-34	Personnel Reporting Form	MAY 1948
70-49	<del>Intelligence-Geographic Requirements</del> <i>Intelligence Information Requirements</i>	FEB 1950
70-50	Inquiries of Geographic Names	FEB 1950
70-57	Monthly Weather Summary	JUN 1951
75-2	Initial Response to Collection Requirements	SEP 1950

#### Instructions (21)

38-64	Instruction to Report for Security Indoctrination	APR 1951
60-90	Document Classification Regrading Notice	DEC 1950
70-23	Revision and Rerun Record	FEB 1948
70-51	Reproduction Record	FEB 1950

#### Inventories (22)

35-57	Semi-Annual Inventory Report	JUN 1949
36-16	Report of Inventory Adjustment	OCT 1946
36-19	Property Inventory Record	JUN 1950
36-98	Serial Number Inventory Sheet	FEB 1950
60-65	Graphic Materials Record - Card	FEB 1950
60-74	Files Inventory Report	JUN 1950
60-90	<del>Document Classification Regarding Notice</del>	<del>DEC 1950</del>

#### Letterheads (23)

28-105	No Title - Letter to Potential Employee - Bond	MAR 1951
28-105	No Title - Letter to Potential Employee - Tissue	MAR 1951
51-28	No Title - Official Dispatch (White)	MAR 1949
51-28A	No Title - Official Dispatch (Blue) Sulphite	MAR 1949
51-28B	No Title - Official Dispatch (Blue) Tissue	MAR 1949
51-29	No Title - Official Dispatch (Yellow)	JUN 1949



Logs and Registers (24)

35-34	Telecommunications Log	JUN 1950
35-42	Signal Center Number Log - Out	AUG 1947
35-43	Signal Center Number Log - In	NOV 1949
35-44	Teletype Wire Sheet	FEB 1950
35-45	Teletype Wire Sheet - Outward	SEP 1948
35-46	Log - Confidential	OCT 1947
35-51	Consolidated Teletype Wire Sheet	MAY 1948
35-52	Incoming Cable Log	JUN 1948
36-113	Domestic and Foreign Shipping Register	JUL 1950
36-123	Cargo Register	DEC 1950
37-64	Reference Log Sheet, Confidential Jacket, Personnel Folder	JUN 1949
38-11	Visitor's Register Log	JAN 1947
38-14	Log	JUN 1950
38-51	Special Security Control Register	OCT 1950
51-31	Information Cable Log	MAY 1947
51-52	Source Log	DEC 1949
57-21	Field Office Log Sheet	MAY 1949
59-11	Case Register	SEP 1950
70-27	MAP Request Record	FEB 1948

Mail, Courier and Messenger (25)

34-7	No Title - Check Mailing Slip	SEP 1946
34-13	Postage Stamp Disposition Record and Summary Report	OCT 1949
35-10	Envelope Receipt	NOV 1949
35-11	Postage Slip	DEC 1948
35-16	Courier's Classified Mail Receipt	FEB 1950
35-16A	Courier's Classified Mail Receipt - Pink	DEC 1950
59-13	Envelope Receipt	JAN 1951
60-97	Courier's Trip Log	JUN 1951

Medical (26)

37-32	Report of Physical Qualifications for Duty	DEC 1948
37-47	Record of Individual Hypodermic Injections	JUL 1948
37-56	Health Record	NOV 1948
37-84	Medical Referral Slip	SEP 1950
37-85	Medical Summary - Blue	OCT 1950
37-86	Certificate for Waiver of Immunization	JAN 1951
37-115	No Title - Request for Physical Examination	MAY 1950
37-120	Medical Supplement Sheet - For Standard Form No. 89	JAN 1951

Obligations (27)

32-19	Memorandum Record of Obligations	JUL 1949
34-9	Miscellaneous Obligation Record	JUN 1949
34-12A	Report of Obligations and Expenditures by Object Classes	DEC 1950

34-14	Report of Estimated Obligations	JAN 1950
34-15	Record of Obligations and/or Payments	JAN 1950
34-40	Analysis of _____ by Object Class - Unruled	JUL 1950
34-40A	Analysis of _____ by Object Class - Ruled	JUL 1950
34-41	Report of Estimated Obligations	JUN 1951

Orders (28)

33-27	Travel Order	JUL 1949
33-28	Domestic Travel Order	JAN 1950
34-4	Travel Order - Sulphite	SEP 1950
34-4A	Travel Order - Tissue	SEP 1950
36-1	Purchase Order	MAR 1949
36-36	Order Ticket	JAN 1947
36-58	Job Order	DEC 1947
36-65	Telephone Service Order	APR 1948

Passes, Pass and Admission Records (29)

38-4	Admission Card	JAN 1950
38-5	Forgotten Badge Record	JAN 1947
38-11	Visitor's Register Log	JAN 1947
38-19	Visitor Admittance Form	JAN 1950
38-20	Identification Badge Record - White	MAY 1950
38-20	Identification Badge Record - Pink	MAY 1950
38-26	Limited Pass Receipt	DEC 1947
38-31	Tabulation of Visitor Traffic	NOV 1948
38-41	Photograph Identification	JUL 1950
38-43	Admittance Sheet for Telephone Company Employees	SEP 1948
38-46	Limited Pass Record	JAN 1949
38-63	Visitor Exit Pass - Blue	AUG 1949
38-63	Visitor Exit Pass - Salmon	AUG 1949
38-63	Visitor Exit Pass - Pink	AUG 1949
38-76	Pass - VIP	MAR 1951
57-28	Conference of U. S. Government Official Returning from Abroad	MAY 1951

Pay Roll and Time Records (30)

32-3	Request for Approval of Overtime	DEC 1949
33-22	Application for Payment of Allowances	OCT 1948
33-24	Employee's Normal Pay Record	NOV 1950
33-29	Pay Roll Change Notice	NOV 1950
33-29A	Pay Roll Change Notice - Standard Register	MAR 1951
33-38	Information and Pay Roll Deduction Card - White	OCT 1950
33-38	Information and Pay Roll Deduction Card - Pink	OCT 1950
33-38	Information and Pay Roll Deduction Card - Yellow	OCT 1950
33-103	Authority to Make Salary Deductions	OCT 1948
34-24	No Title - Request to outside agency for information concerning last payment to employee transferring to CIA.	OCT 1947
34-26	Earnings Record Card - Record of Native Pay	AUG 1947
34-30	Final Payment Clearance Sheet	DEC 1950
34-31	Pay Roll Index Card	DEC 1948
34-32	Application for Allowances	DEC 1948
<del>34-33</del>	<del>Schedule of Allowances -10-</del>	<del>DEC 1948</del>
<del>36-57</del>	<del>Driver's Daily</del>	<del>DEC 1948</del>

RESTRICTED

RESTRICTED

34-33	Schedule of Allowances	DEC 1948
36-57	Driver's Daily Time Sheet	NOV 1949

Production (31)

60-62	Daily Batch Control Record	FEB 1950
60-91	Camera Utilization	FEB 1951
60-92	Weekly Microfilm Statistical Report	FEB 1951
60-93	Camera Operator's Report and Certificate	FEB 1951
70-21	Map Reproduction Time Record	FEB 1948
70-25	Drafting Assignment	FEB 1948

Purchase (32)

36-1	Purchase Order	MAR 1949
36-28	Tabulation of Bids	MAY 1948
36-36	Order Ticket	JAN 1947
36-101	Invitation to Bid	<i>Jan</i> JAN 1948
36-205	Procurement Control Card - Local Delivery	JUN 1951
36-205A	Procurement Control Card - Cargo	JUN 1951

Receipts and Receiving (33)

33-14	Receipt	FEB 1947
35-3	Consolidated Receipt	APR 1951
35-10	Envelope Receipt	NOV 1949
35-16	Courier's Classified Mail Receipt	FEB 1950
35-16A	Courier's Classified Mail Receipt - Pink	DEC 1950
35-20	Consolidated Intelligence Receipt	JUL 1950
36-66	Memorandum Receipt	MAR 1949
36-67	Receiving Report	JAN 1950
36-93	Delivery Ticket and Receipt	NOV 1949
38-16	Document Receipt	APR 1948
38-16A	Document Receipt - Transmittal	DEC 1948
38-26	Limited Pass Receipt	DEC 1947
51-54	Transfer Report	DEC 1947
59-13	Envelope Receipt	JAN 1951
60-65	Graphic Materials Record - Sulphite	JUL 1950
70-18	Library Record Slip	FEB 1948
70-29	Transmittal Record	JAN 1950
70-56	Graphic Material Receipt	NOV 1950

Recruitment (34)

28-105	No Title - Letter to Potential Employee - Bond	MAR 1951
28-105	No Title - Letter to Potential Employee - Tissue	MAR 1951
37-8	Recruitment Request	FEB 1950
37-61	Personnel Recruitment Status	MAY 1949
37-119	Field Recruitment Cover Sheet	JAN 1950
37-120	Medical Supplement Sheet - For Standard Form No. 89	JAN 1951

-11-

RESTRICTED

37-121	Professional Record for Physicians	FEB 1951
37-123	Suspension or Cancellation of Recruitment Request	MAR 1951
37-129	No Title - Notice of Non-EOD	JUN 1951
37-136	Recruitment Officer Activity Report	JUN 1951
(602) 37-141	No Title	
37-141	No Title - Letter to Potential Applicant	JUN 1951

Reference Index (35)

34-31	Pay Roll Index Card	DEC 1948
35-30A	Abstract Tabulation Card	Various
Thru Z		
35-30A1	Abstract Tabulation Card	NOV 1950
Thru Z1		
60-69	Abbreviation Card	OCT 1949
60-95	Cross Reference Transcript Sheet	MAY 1951
70-18	Library Record Slip	FEB 1948
70-52	Map Set Listing	FEB 1950
70-53	Map Evaluation Record	APR 1950

Reports and Statements (36)

28-3	Unvouchered Personnel Status Report	FEB 1950
32-2	Monthly Forms Report	SEP 1946
32-18	Comparative Financial Statement	FEB 1950
34-3	Administrative Audit Difference Statement	MAR 1949
34-29	Reconciliation Statement	JAN 1948
36-22	Consolidated Property Report	JUL 1950
36-40	Moving Information Report	APR 1950
36-115	Weekly Report of Delayed Motor Pool Service	AUG 1950
36-203	Monthly Motor Vehicle Operating, Maintenance and Repair Record	MAY 1950
36-203A	Annual Motor Vehicle Operating, Maintenance and Repair Expense	MAY 1950
37-67	Daily Security Report	JUL 1949
37-70A	Report of Qualifications	JAN 1950
37-70B	Report of Qualifications	JAN 1950
37-70C	Report of Qualifications	JAN 1950
37-70D	Report of Qualifications	JAN 1950
37-70E	Report of Qualifications	JAN 1950
37-70F	Report of Qualifications	FEB 1950
37-70G	Report of Qualifications	FEB 1950
37-80	Report of Approved Positions	FUL 1950
38-22	Security Violations Report	AUG 1949
38-42	Daily Report	JUL 1949
51-53	Status and Efficiency Report	DEC 1947-47
51-107	Assessment Report - Bond	NOV 1950
51-107	Assessment Report - Tissue	NOV 1950
60-74	Files Inventory Report	JUN 1950
60-91	Camera Utilization	FEB 1951
60-92	Weekly Microfilm Statistical Report	FEB 1951
60-93	Camera Operator's Report and Certificate	FEB 1951

Camera

-12-

RESTRICTED



RESTRICTED

35-40	IID Routing Slip	APR 1951
35-55	Non-CIA Message Routing and Record Sheet - Loan Copy	<del>MAY</del> 1951
35-56	Non-CIA Message Routing and Record Sheet - Retain Copy	JUN 1949
36-8	Transmittal Slip	SEP 1946
36-9	Office Message	SEP 1946
36-70	Moving Tag	JUN 1948
37-9	Referral Sheet	DEC 1949
37-65	Personnel Action Routing Slip	DEC 1949
38-13	Signature Record and Cover Sheet - Green (Top Secret)	MAR 1951
38-13A	Signature Record and Comment Sheet	JUN 1949
38-34	Routing Slip	DEC 1950
51-9	Routing and Record Sheet - Blue (Free, Restricted, and Confidential)	JAN 1950
51-10	Routing and Record Sheet (Secret)	FEB 1950
51-17	Information- Cable Routing and Record Sheet	MAY 1950
51-18	Confirmation - Cable Routing and Record Sheet	MAY 1950
51-19	Action - Cable Routing and Record Sheet	JAN 1947
51-23	Cable Routing and Record Sheet - Plain	JAN 1947
51-85	Research Materials Routing Slip	DEC 1949
55-5	Internal Routing and Record Slip	AUG 1950
60-83	Record Sheet	<del>SEP</del> 1950
75-3	Action Sheet	MAR 1951

Schedules (41)

36-60	Repair Schedule	DEC 1947
36-61	Service Schedule	DEC 1947
36-86	Weekly Working Schedule	<del>FEB</del> 1951
37-28	Immunization Schedule	JAN 1947
38-74	Investigation Scheduling Record	FEB 1951
70-42	Project Guide Sheet	JUN 1949
70-43	Cover Sheet - White	JUN 1949
70-43	Cover Sheet - Blue	JUN 1949

Status (42)

37-35	Verification of Status	DEC 1949
37-61	Personnel Recruitment Status	MAY 1949
37-71	Overt IAC Personnel Status Report	JAN 1950
37-124	Status Card	MAR 1951
37-132	Change in Status Routing Sheet	MAY 1951

Surveys, Studies, Investigations and Inspections (43)

32-14	Budget Analyst Record	<del>JAN</del> 1949
37-57	Shop Inspection Report	DEC 1949
37-18	Survey Report - SO	<del>MAY</del> 1947
38-18	Investigation Analysis Sheet	APR 1950
38-48	Biographical Data Form - Priority	<del>NOV</del> 1950

ILLEGIB

RESTRICTED

38-40A	Biographical Data Form - Non-Priority	OCT 1950
38-48B	No Tittle - Name Check	MAY 1951
38-66	Covert Name Check Report	JULY 1950
38-71	Case Processing Record	NOV 1950
38-73	IID Check	MAY 1951
38-74	Investigation Scheduling Record	MAR 1951
38-75	Investigation Transmittal Sheet	MAR 1951
38-77	Case Control	APR 1951
38-79	Notice of Exposed Classified Material	MAY 1951
38-102	Report of Night Investigation	AUG 1949
38-107	Inter-Office Memorandum	SEP 1950
38-109	Report of Investigation	MAR 1951
38-110	No Tittle - Certification of Security Status	APR 1951
38-109	Language Survey	DEC 1950
60-48	Machine Utilization	AUG 1948

Telecommunications (44)

35-4	Classified Message - Ditto Master	DEC 1948
35-5	Incoming Classified Message - Restricted (White)	MAR 1948
35-5	Incoming Classified Message - Confidential (White)	APR 1947
35-5	Incoming Classified Message - Secret (White)	APR 1950
35-5	Incoming Classified Message - Top Secret (White)	OCT 1949
35-5	Incoming Classified Message - Plain Text (Green)	AUG 1948
35-5	Incoming Classified Message - Confidential (Yellow)	AUG 1948
35-5	Incoming Classified Message - Secret (Yellow)	DEC 1947
35-5	Incoming Classified Message - Top Secret (Yellow)	OCT 1947
35-5	Incoming Classified Message - Confidential, Summary Copy (Green)	APR 1947
35-5	Incoming Classified Message - Secret, Summary Copy (Green)	APR 1950
35-5	Incoming Classified Message - Top Secret, Summary Copy (Green)	OCT 1949
35-6	Outgoing Classified Message - Restricted (Pink)	MAR 1948
35-6	Outgoing Classified Message - Confidential (Pink)	OCT 1947
35-6	Outgoing Classified Message - Secret (Pink)	DEC 1947
35-6	Outgoing Classified Message - Top Secret (Pink)	JAN 1948
35-7	Outgoing Classified Message - White	JUN 1948
35-7	Outgoing Classified Message - Blue	JUN 1948
35-36	Incoming Classified Message - White (Tissue)	NOV 1949
35-36	Incoming Classified Message - Yellow	JUN 1947
35-37	Outgoing Classified Message - Pink	JUN 1947
35-37	Outgoing Classified Message - Pink (Tissue)	JUN 1947
35-38	Outgoing Classified Message - Blue	JUN 1947
35-49	Signal Center Copy - Incoming Message (Green)	MAR 1948
35-60	Message Form - White	NOV 1949
35-60	Message Form - Yellow	NOV 1949
35-60	Message Form - Blue	NOV 1949
35-61	Incoming Cable - Pink	NOV 1949
35-62	Incoming Cable - White	NOV 1949
35-63	Incoming Cable - Green	NOV 1949
35-64	Outgoing Cable - Blue	NOV 1949

ILLEGIB

RESTRICTED

35-65	Incoming Message - White	NOV 1949
35-65	Incoming Message - Pink	NOV 1949
35-66	Outgoing Message - Yellow	NOV 1949
35-69	Archives Cable Service	JUL 1950
35-72	Incoming Message Form	APR 1951
35-73	Joint Message Form	APR 1951
35-74	Load Report	APR 1951
35-75	Summary of Operations	APR 1951
35-76	Radio Contact Job Ticket	APR 1951
35-77	Radio Circuit Log	APR 1951
35-78	Radio Circuit Status Report	APR 1951
36-12	No Title - Request for Certification of Monthly Statement of TWX Toll Service	APR 1950
36-65	Telephone Service Order	
36-109	Request for Certification of Monthly Toll Service Statement	APR 1951
36-124	Telephone Toll Ticket	APR 1951
51-43	Station Record Card	FEB 1951
51-68	Daily Record of Outgoing Messages	JUL 1948
51-69	Summary Sheet	AUG 1948
51-70	Traffic Summary	AUG 1948

25X1A



RESTRICTED

51-75	Training Record	FEB 1950
51-86	Training Evaluation - Operations	JAN 1950
51-86	Training Evaluation - Operations (Tissue)	<del>FEB 1950</del>
51-87	Training Evaluation	JAN 1950
51-87	Training Evaluation (Tissue)	JAN 1950
51-88	Training Evaluation - Advanced Operations	JAN 1950
51-88	Training Evaluation - Advanced Operations (Tissue)	JAN 1950
51-90	Request for Training Assistance	FEB 1950
51-92	Area Training Program	APR 1950
51-93	Request for Covert Training	APR 1950
51-97	No Title - Observation Sheet	JUN 1950
51-97A	No Title - Observation Rating Sheet	JUL 1950
51-98	Training Evaluation - <del>White</del>	SEP 1950
51-98A	Training Evaluation - Tissue	SEP 1950
51-99	Request for Area Training	APR 1951
51-100	Interview Schedule	OCT 1950
51-108	Screening Report	NOV 1950
51-108	Screening Report - Tissue	NOV 1950
51-111	Request for Cryptographic and Communications	JAN 1951
51-112	Request for Communications Training	JAN 1951
51-112A	Request for Communications Training	JAN 1951
51-113	Personnel and Locator Record	<del>JAN 1951</del>
51-114	Training Evaluation - Staff Orientation	JAN 1951
51-116	Psychometric Log	MAR 1951
51-117	Training Evaluation (Area Training)	JUN 1951
59-8	Request for Covert Training	APR 1950

Transfers (46)

33-3	Personal Transfer and Clearance Sheet	SEP 1946
33-26	Capital Transfers Affecting Washington	DEC 1949
36-24	Property Turn-In and Transfer Slip	<del>JAN 1950</del>
36-111	Transfer of Property Accountability	APR 1950
37-110	Personnel Transfer Letter	FEB 1950
38-65	Memorandum to File	<del>FEB 1951</del>
60-52	Request for Authority to Dispose of Records	APR 1950

Transmittals (47)

10-101	Memorandum to:	OCT 1950
33-33	No Title - Memorandum Requesting Additional Information and/or Corrections in Connection with Travel Voucher	DEC 1946
37-109	Personnel Action Transmittal Memorandum	JUN 1947
38-108	No Title - Letter of Transmittal to FBI (Bond)	FEB 1951
38-108	No Title - Letter of Transmittal to FBI (Tissue)	FEB 1951
57-27	Transmittal Form for Graphic Material	JAN 1951
60-46	Transmittal Sheet	JAN 1950
60-82	On Loan - Transmittal Sheet	SEP 1950
70-29	Transmittal Record	JAN 1950
70-38	Transmittal List	MAR 1949

-17-

RESTRICTED

~~RESTRICTED~~Travel, Transportation and Shipping (48)

33-27	Travel Order	JUL 1949
33-28	Domestic Travel Order	JAN 1950
34-2	Travel Expense Record	AUG 1949
34-4	Travel Order - Sulphite	SEP 1950
34-4A	Travel Order - Tissue	SEP 1950
34-5	Request for Travel Order	JAN 1950
34-16	No Title - CIA Memorandum Copy for Travel Request S. F. 1030	APR 1950
34-20	Transportation Request Receipt	MAR 1949
36-4	Request for Shipment	JUN 1951
36-5	Request for Pick-Up and Delivery Preparatory for Overseas Shipment	SEP 1946
36-11	Final Instructions for Overseas Travel	OCT 1946
36-27	Request for Movement of Family and Household Effects	DEC 1946
36-85	Shipping Document	APR 1949
36-85	Shipping Document - Back	APR 1949
36-113	Domestic and Foreign Shipping Register	JUL 1950
36-207	Request for Unvouchered Foreign Travel Order	MAR 1951
37-60	Foreign Travel Request	FEB 1949
51-78	Geographical Cargo Reference Card	JUN 1949
51-103	Request for Shipping Instructions	DEC 1947

Vouchers (49)

33-5	Voucher for Payment of Individual Pay Roll and/or Cost of Living Allowances	APR 1948
33-10	Confidential Funds Posting Voucher	JUN 1951
33-10A	Confidential Funds Posting Voucher- Continuation Sheet	JUN 1951
33-12	Travel Voucher	JUN 1949
33-17	Reimbursement Voucher for Purchase and Services Other Than Personal	JUL 1949
33-31	Transportation Voucher - Confidential Funds	NOV 1949
34-1	Record of Voucher (For Per Diem Accounts)	SEP 1946

Work Sheets, Charts and Graphs (50)

32-4	Chart, Fiscal Year 194	JAN 1948
32-13	Personnel Requirements Work Sheet	JUN 1949
32-22	Funds Control	OCT 1950
36-62	Cargo Work Sheet	DEC 1947
36-92	Transportation Work Sheet	NOV 1949
36-96	Physical Inventory Work Sheet	FEB 1950
36-121	Record of DO Ratings Issued	JUN 1951
36-211	Records Analysis Work Sheet	MAY 1951
37-34	Medical Statistics Work Sheet	DEC 1950
51-66	Chart - Fiscal Year 195	DEC 1950
51-80	Assessment Cases and Problems	SEP 1949
55-7	Mileage Work Sheet	JUL 1950
58-8	Editorial Press Work Sheet	APR 1949
60-53	Caption Report	SEP 1948
60-55	Graphic Materials Analysis Sheet - Film	APR 1949
60-73	Graphics Register Analysis Sheet - Personalities	NOV 1949

RESTRICTED

## STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
25X1A	
SF3a	Continuation Sheet for Schedule of Obligations
SF14	Telegram (7"x8")
SF14	Telegram (8"x10 <sup>1</sup> / <sub>2</sub> ")
SF19	Bond of Indemnity
SF22	Instructions to Bidders
SF23	Contract - Construction
SF24	Bid Bond
SF25	Performance Bond
SF25a	Payment Bond
SF26	Driver's Report - Accident
SF26	Award - Supply Contract
SF27	Investigation Officer's Report - Accident
SF27a	Payment Bond
SF27b	Payment Bond - Continuation Sheet
SF28	Claim for Damages - Accident Motor Transportation
SF28	Claim for Damages (White)
SF30	Invitation and Bid - Supply Contract
SF31	Schedule - Supply Contract
SF32	General Provisions - Supply Contract
SF33	Invitation, Bid and Award - Supply Contract
SF34	Annual Bid Bond
SF35	Annual Performance Bond
SF36	Continuation Sheet
SF39	Request for Certification
SF40	Contract for Telephone Service
SF50	Notification of Personnel Action
SF51	Report of Efficiency Rating
SF57	Application for Federal Employment
SF58	Continuation Sheet for SF57
SF61	Oath of Office, Affidavit
SF66	Inquiry Regarding Status, Veteran Preference, and/or Service
SF68	Notice of Official Efficiency Rating
SF71	Application for Leave
SF75	Position Description
SF75a	Guide to Position Classifiers, Employers, Supervisors for the Preparation of Position Descriptions
SF78	Certificate of Medical Examination
SF88	Report of Medical Examination
SF89	Report of Medical History
SF102	Application for Refund of Retirement Deductions
SF103	Application for Service Credit
SF105	Obligations, Benefits and Privileges of Membership in the United States Civil Service Retirement System
SF113	Monthly Report of Federal Civilian Employment
SF113a	Quarterly Report of Federal Civilian Employment

-1-

RESTRICTED

RESTRICTED

SF119 Contractor's Statement of Contingent or Other Fees for  
Soliciting or Securing Contract.  
 SF514c Serology  
 SF519a Radiographic Report  
 SF1012 Voucher for Per Diem and/or Reimbursement of Expenses Incident  
to Official Travel  
 SF1012a Voucher for Per Diem and/or Reimbursement of Expenses Incident  
to Official Travel - Memorandum  
 SF1012b Schedule of Expenses and Itinerary of Traveler  
 SF1012c Voucher for Per Diem and/or Reimbursement of Expenses Incident  
to Official Travel - Continuation Sheet  
 SF1012d Receipt for Cash - Subvoucher  
 SF1014a General Ledger  
 SF1015a Allotment Ledger  
 SF1015b Allotment Ledger - Copy  
 SF1016 Distribution Ledger  
 SF1017g Journal Voucher  
 SF1034 Public Voucher for Purchases and Services Other Than Personal  
 SF1034a Public Voucher for Purchases and Services Other Than Personal -  
Memorandum  
 SF1035 Public Voucher for Purchases and Services Other Than Personal -  
Continuation Sheet  
 SF1035a Public Voucher for Purchases and Services Other Than Personal -  
Continuation Sheet  
 SF1036 Statement and Certificate of Award  
 SF1038 Application for Advance of Funds for Travel Expenses  
 SF1044 Schedule of Collections  
 SF1046 Schedule of Transfers - Special Deposits  
 SF1048 Public Voucher for Refunds - Memorandum  
 SF1049 Public Voucher for Refunds  
 SF1050 Public Voucher for Refunds - Memorandum  
 SF1055 Application for Payment of Amounts Due Deceased or Incompetent  
Civilian Employees, Officers and Enlisted Men in the Military  
Service, and Public Creditors of the United States  
 SF1067 Public Voucher for Transportation of Passengers  
 SF1067a Public Voucher for Transportation of Passengers  
 SF1067b Public Voucher for Transportation of Passengers  
 SF1067c Public Voucher for Transportation of Passengers  
 SF1069 Voucher for Allowances at Foreign Posts of Duty  
 SF1069a Voucher for Allowances at Foreign Posts of Duty - Memorandum  
 SF1070 Schedule for Retirement and Disability Fund Credits  
 SF1080 Voucher for Transfers between Appropriations and/or Funds  
 SF1080a Voucher for Transfers between Appropriations and/or Funds -  
Memorandum (Disbursement)  
 SF1080b Voucher for Transfers between Appropriations and/or Funds -  
Blue (Collection)  
 SF1080c Voucher for Transfers between Appropriations and/or Funds -  
Green (Collection)  
 SF1081 Schedule or Voucher of Withdrawals and Credits between Appropriation  
tion and/or Funds  
 SF1095 Summary Statement of Disbursement and Collections by Appropria-  
tion Limitations

~~RESTRICTED~~

SF1096 Schedule of Voucher Deductions  
SF1097 Adjustment Voucher to Effect Correction of Errors  
SF1097a Adjustment Voucher to Effect Correction of Errors - Memorandum  
SF1098 Schedule of Canceled Checks  
SF1103a U. S. Government Bill of Lading - Memorandum  
SF1104 U. S. Government Bill of Lading - Shipping Order  
SF1105 U. S. Government Freight Waybill - Original  
SF1106 U. S. Government Freight Waybill - Carrier's Copy  
SF1108 Certificate in Lieu of Lost U. S. Government Bill of Lading -  
Original  
SF1108a Certificate in Lieu of Lost U. S. Government Bill of Lading -  
Memorandum  
SF1113 Public Voucher for Transportation Charges  
SF1113a Public Voucher for Transportation Charges - Memorandum  
SF1116 Statement of General Accounts Balances  
SF1117 Schedule of Balances Showing Status of Appropriations  
SF1118 Statement of Apportionments and Allotment Accounts by  
Appropriations  
SF1126 Pay Roll Change Slip - Padded  
SF1126a Pay Roll Change Slip  
SF1128 Pay Roll for Personal Services  
SF1128a Pay Roll for Personal Services - Memorandum  
SF1129 Voucher for Petty Purchases  
SF1129a Voucher for Petty Purchases - Memorandum  
SF1129b Voucher for Petty Purchases - Continuation Sheet  
SF1129c Voucher for Petty Purchases - Continuation Sheet (Memorandum)  
SF1130 Time and Attendance Report  
SF1136 Time and Attendance (11"x17")  
SF1137 Leave Record  
SF2806 Individual Retirement Record Card  
SF2807-2 Annual Summary Retirement Fund Transactions

RESTRICTED

RESTRICTEDCIVIL SERVICE FORMS STOCKED IN ~~SIA~~

FORM NO.	TITLE
CS12	Proof of Residence
CS2390	Fingerprint Card
CS2906-3a	Notice of Correction of Individual Retirement Record
CS2807	Register of Separations and Transfers
CS2807-1	Register of Adjustments
CS2808	Designation, Change or Revocation of Beneficiary
CS3005	Application for Refund of Retirement Deductions

## MISCELLANEOUS FORMS STOCKED IN CIA

Treasury Department Forms

W-4	Employee's Withholding Exemption Certificate
1737	Bond Issuance Schedule - United States Savings Bonds - Series E
1737a	Bond Issuance Schedule - United States War Savings Bonds - Series E
6569	Power of Attorney by Individual for the Collection of Checks Drawn on the Treasurer of the United States

Department of the Army Forms

AGO-WD17	Requisition for Publications and Blank Forms
WD43	Individual Earnings Record
WD44	Pay Roll for Personal Services (Civilian Employees)
WD44a	Pay Roll for Personal Services - Continuation Sheet
WD44b	Pay Roll for Personal Services - Memorandum
WD44c	Pay Roll for Personal Services (Civilian Employees) - Continuation Sheet
DA1060	Pay Roll Certification Control

General Services Administration Forms

OF7	Property Pass
-----	---------------

Government Printing Office Forms

R2390	Order for Standard Forms or Supplies
-------	--------------------------------------

U. S. Employees' Compensation Commission Forms

CA-1	Employees' Notice of Injury or Occupational Disease
CA-16	Request for Treatment of Injury under the U. S. Employee's Compensation Act
CA-17	Request for Treatment of Injury under the U. S. Employee's Compensation Act when cause of Injury is in Doubt

-1-

RESTRICTED



25X1A

NOTICE

19 July 1951

SUBJECT: Bureau of the Budget Circular No. A-44 (issued jointly with the Civil Service Commission), Conservation and Utilization of Manpower in the Federal Government.

1. The above-cited Circular implements a letter of the President dated 8 June 1951 to the Director of the Bureau of the Budget and the Chairman of the Civil Service Commission. This Presidential letter stressed the importance of conserving manpower and stated that all agencies would be responsible for giving this objective top priority.

2. Maximum utilization of manpower can be achieved only through the cooperation of informed employees and supervisors. The responsibilities of Agency personnel for cooperation with the program include:

- a. Plan and schedule work programs to reduce recruiting needs.
- b. Re-examine procedures to mitigate personnel shortages.
- c. Conserve manpower by use of modern business machines and equipment, where applicable. Use dictating machines, stenographic pool arrangements and streamlined correspondence methods to reduce the need for stenographic help.
- d. Encourage employee participation in developing organization, procedures and methods that will save manpower.
- e. Adopt modern methods of statistical sampling wherever possible as a substitute for 100 per cent reviews, checks and inspections.
- f. Reduce personnel needs by better use of skills of employees already on the rolls, by reducing employees' absences and keeping turnover at a minimum.
- g. Employees and supervisors have a continuing responsibility for good personnel utilization. More money and more employees are not the chief means for handling increased workloads.

3. The staffs of the Advisor for Management and the Personnel Director are available to assist in the evaluation and implementation of improvements generated within the offices of the Agency in support of this Program. The heads of offices are encouraged to solicit such assistance. Supervisors should submit suggestions for improvements through normal administrative channels

RESTRICTED

-1-



for subsequent evaluation and approval. Employees should cooperate with supervisors and freely suggest methods by which their workloads can be more expeditiously handled. Employees are also reminded of the Agency Incentive Awards Program (see Regulation [redacted] and are encouraged to contribute to the improvement of the Agency through such Program.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



WALTER REID WOLF /  
Deputy Director  
(Administration)

DISTRIBUTION NO. 6

RESTRICTED

-2-

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

19 July 1951

SUBJECT: Shuttle Service

25X1A

1. Effective immediately, the route of the shuttle buses operating between CIA buildings and the Pentagon will be changed to eliminate the stop in front of 2210 E Street.

2. The new route will provide for service north on 23rd Street, stopping at the SE corner of 23rd and D Streets to pick up and discharge passengers.

3. The new schedule will be distributed separately.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 4

JUL 21 1951

18 July 1951


MEMORANDUM FOR: Deputy Director (Administration)  
THRU: Chief, Administrative Services  
SUBJECT: Shuttle Service.

1. This office has advocated the attached schedule change for at least two years. However, traffic always seemed to justify the route passing 2210 E Street. I still think the route change should be made and therefore concur with the attached. However, I urge that the stop not be made at 23rd & D Streets, but be the northwest corner of 23rd & E Streets, for the following reasons:

a. It will provide a little better service for those of us who occupy 2210 E. Also, it will be a little more convenient for those CIA employees who are a little farther down on E Street.

b. My experience with 23rd Street traffic would indicate the bus driver will have difficulty in moving from the curb at 23rd & D to move into the left lane in time to make the left-hand turn at E. It is proposed that the bus come up 23rd and make the left turn into E, picking up and discharging passengers at that point.

25X1A

  
Advisor for Management

Next 2 Page(s) In Document Exempt

SECRET

REQUISITION PROCEDURE

SECTION I

Operational Material

1. Preparation of Requisitions

- (a) Requisitions for equipment, supplies and services (other than those provided by Administrative Services) will be prepared on Requisition Form No. 36-125, "Master Ditto", by the requesting office. A carbon copy will be retained by the requesting office pending receipt of a reproduced copy from the Procurement Office (Control Group).
- (b) A separate requisition will be prepared for each Supply Stock Account, or if not listed in the catalog, a separate requisition for each different major commodity, i. e., Ordnance Supplies, Quartermaster Supplies, Medical Supplies, Communications Supplies, etc.
- (c) Item numbers for each requisition will be run consecutively for all items covered under one shipment or delivery.
- (d) Each requisition will be assigned a requisition number at the time of origination from a block of numbers provided the requesting office as listed in the Voucher Register.
- (e) Requisitions will be forwarded to the Procurement Office (Control Group) via the necessary approving Offices in accordance with existing internal regulations, with Form No. 36-4 (Request for Shipment) in quintuplicate. In the event the nature of the material does not necessitate the classification of the requisition, no classification will be indicated thereon. All classified information relative to the packing, movement, consignee, method of shipment, etc., will be filled in on Form No. 36-4. Upon receipt of Form No. 36-4 and assignment of Cargo Number, one copy will be transmitted to the Chief, Shipping Branch, Transportation Division, Administrative Services, by the Procurement Office.

2. Voucher Registers

Pre-printed Voucher Registers (loose leaf type) will be maintained by:

- (a) Each requisitioning officer for numbers applicable to his Office.
- (b) Each Supply Stock Accountable Officer for Requisitions handled by his Office.
- (c) Control Group, Procurement Office, for all requisitions.

SECRET

-1-

SECRET

Requisition numbers for Supply Stock Accounts will be recorded as a credit or debit voucher to the Supply Stock Account in the Voucher Register.

3. Property Transfers

Property Transfers and/or property record adjustments may be made by the use of a requisition number for the voucher number, to be assigned by each action office from the block of numbers available from the Voucher Register.

-2-

SECRET

## SECTION II

## Domestic Material

## 1. Preparation of Requisitions

Requisitions for equipment, supplies and services (other than those supplied by Administrative Services) will be prepared on Form No. 36-7, regular or master ditto, by the requesting office, as follows:

## (a) For supplies in the Supply Stock Account Catalogs:

Separate requisitions will be prepared on the regular Form No. 36-7 in the number of copies outlined below and forwarded by the Building Accountable Officer to the Supply Stock Account, unless nature of the material requires prior approval as indicated in paragraph 1 (c), below. One copy of each requisition issued will be forwarded direct to the Control Group, Procurement Office, for filing in the chronological file.

Supply Stock Account #1 - Original and 6 copies  
 Supply Stock Account #2, 3 and 6 - Original and 2 copies  
 Supply Stock Account #4 - Original and 4 copies  
 Supply Stock Account #5 - Original and 3 copies

(The above is accomplished by Building Accountable Officers where they have been installed.)

## (b) For supplies or services which require Purchase or Contract Action:

Requisitions will be prepared on Form No. 36-125 "Master Ditto" by the requesting office and forwarded to the Procurement Office (Control Group) via the Building Accountable Officer for action, except as specified in 1.(c), below. A carbon copy will be retained by the Building Accountable Officer to hold in suspense pending receipt of a reproduced copy to be returned by Procurement Office (Control Group). A separate requisition will be prepared for each major commodity, i.e., Communications Supplies, Photographic Supplies, Household Supplies, Office Supplies, Ordnance Supplies, etc.

## (c) Requisitions for the following types of materials must be forwarded through the Office as indicated below for approval prior to the issuance of material by the Supply Stock Account:

Class "A" "B" Furniture - Chief, Procurement Office  
 Ordnance Supplies and Equipment - Chief, Procurement Office  
 Surveillance Equipment - Assistant Director for Special Operations (Att: Chief, OAD)  
 Communications Supplies and Equipment - Director of Communications  
 Medical Supplies and Equipment - Chief, Medical Staff  
 Business Equipment and Machines which - Advisor for Management  
 have not been Previously Approved for  
 General Agency use.

-3-  
SECRET

- (d) Each requisition will be assigned a requisition number at the time of origination from a block of numbers provided the Building Accountable Officer as listed in the Voucher Register

2. Voucher Registers and Property Transfers

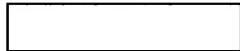
Same as paragraphs 2 and 3, Section I.

-4-

SECRET



5 June



1. In view of the fact that Mr. Van Esso set a 1 July deadline and this is strictly [redacted] "baby", I suggest you hold action until his return next week.

25X1A

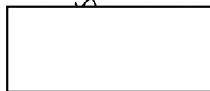
2. A cursory review indicates that this procedure:

a. Provides a central control over all activities relating to the requisitioning, procuring and delivering equipment and supplies.

b. Includes all angles such as voucher register, etc.

c. Places specific responsibility on the operational requester for initiation of the requisition in a form which can be most expeditiously handled by Procurement. In so doing, more work and responsibility is pushed back to the operating requester. For example, the requester must determine the form of requisition to be employed based on a knowledge of whether the requested item is stocked by us or has to be procured by outside purchase. He must also arrange all items by catalog serial number in consecutive order. This will require considerable searching of catalogs for serial numbers and an additional copying of the items to get them in serial number order. An alternative might be for the building accountable officer to prepare the requisitions for operating elements.

d. On p. 3 has omitted the requirement that management should approve requisitions for office machines and devices and that records management should approve requisitions for filing equipment.



25X1A

**SECRET***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 1 June 1951


FROM : Chief of Procurement

SUBJECT: Procurement Requisition Procedure for Supplies, Services  
and EquipmentReference: (a) Secret Memo from Advisor for Management to Deputy  
Director (Administration), Subject: Procurement  
Office Survey, dated March 20, 1951.

1. In accordance with the recommendations outlined in reference (a) the attached Requisition Procedure, with the proposed forms to be used in conjunction with this procedure are forwarded herewith.

2. In the event this procedure meets with your approval it is requested that it be issued as an Administrative Order to all Activities concerned, to become effective July 1, 1951.

25X1A

  
ANDREW E. VAN ESSO

25X1A

**SECRET**  


~~SECRET~~~~REQUISITION PROCEDURE~~

## SECTION I: (OPERATIONS)

A. Requisitions for equipment, supplies and services will be prepared on Requisition Form 36-7 "Master Ditto" by the Requesting Office. An inter-leaf carbon copy will be retained by the Requesting Office to hold in suspense pending receipt of a reproduced copy returned from the Procurement Office (Control Group).

B. A separate requisition will be prepared for each Supply Stock Account, or if not listed in the catalog, a separate requisition for each different major commodity, i.e., Ordnance Supplies, Quartermaster Supplies, Medical Supplies, Communications Supplies, etc.

C. Item numbers for each requisition will run consecutively for all items covered under one shipment and/or delivery.

D. Each requisition will be assigned a requisition number at the time of origination from a block of numbers provided the requisitioning Office as listed in the Voucher Register.

E. Requisitions will be forwarded to the Chief of Procurement (Control Group) via the necessary approving offices in accordance with internal existing regulations, with form 36-4 (Request for Shipment) in quadruplicate. In the event the nature of the materials do not necessitate the classification of the requisition no classification will be indicated thereon. All classified information relative to the packing, movement, consignee, method of shipment and etc., will be filled in on Form 36-4.

F. Upon receipt of the requisitions and Shipping Requests by the Procurement Office (Control Group), same will be screened for proper approval, nomenclature, packing and handling information and other related logistical information required. Necessary abstracts will be made at this time, in order to effect delivery from the available source of supply. All abstracts will bear the same requisition number followed by "A" "B" etc., and in all cases will indicate the same item number as shown on the original requisition. Cross reference will be made on the abstract and reason for making abstract.

G. A Control Card with the items covered on each requisition will be reproduced from the "Master Ditto" and pertinent control data posted as required on the reverse side thereof. One copy of the requisition(s) with a copy of the shipping request indicating shipment number will be forwarded at this time to the Logistics Office (OPG or OSO); Cargo Packing Section, Operational Warehouse Branch and Requesting Officer (See para I below).

H. Requisitions to be supplied from Supply Stock Accounts will be forwarded in quintuplicate to the respective Supply Stock Account by the Control Group indicating shipment number assigned and/or delivery instructions as the case may be. Distribution will be as follows by the Supply Stock Accounts:

- Copy # 1 - Stock Account Voucher
- Copy # 2 - Suspense copy for Stock Account
- Copy # 3 - Return to Control Group with signature of recipient (Control Group will forward to Property Control Branch on all local deliveries).

~~SECRET~~

~~SECRET~~

Copy #1 - Inspection and Testing (when required)  
Copy #5 - For recipient of materials.

I. Requisitions for Purchase, Special Purchase or Contract Action will be forwarded to Procurement & Contracts Division in triplicate with distribution as follows:

Copy #1 - Purchase Jacket (Base)  
Copy #2 - To Purchase with #1. To be returned to Control Group indicating name of Purchasing Officer assigned requisition. (This copy to be filed in chronological file).  
Copy #3 - Return to Requisitioning Office after receipt of Copy #2 from Procurement and Contracts Division. (This copy will be one returned to Requisitioning Office as indicated in paragraph G above).

J. In all cases, the requisition number will be the Credit Voucher Number, Debit Voucher or the Order Number to be preceded by Account Number by the Action Office as per example below:

Account #1 - Requisition #52-00030 - Credit Voucher #1C/52-00030  
Account #1 - Requisition #52-0031 - Credit Voucher #4C/52-00031  
Account #3 - Requisition #52-00032 - Credit Voucher #3C/52-00032  
Purchase - Requisition #52-00033 - Purchase Order #PO/52-00033  
Contracts - Requisition #52-00034 - Contract #C/52-00034  
Spec. Purch. - Requisition #52-00035 - Spec. Purch. Order #SP/52-00035

K. (In conjunction with the above) a pre-printed Voucher Register (loose leaf type) will be maintained by each requisitioning Officer (for numbers applicable to that Office), each Supply Stock Accountable Officer, and Control Group for all requisitions handled by those offices. Requisition number for Supply Stock Accounts will be recorded as a Voucher (Credit or Debit) to the Supply Stock Account in the Voucher Register. The Voucher Register maintained by the Control Group will be used as a complete log for all requisitions issued during the fiscal year.

L. Property Transfers and/or Property Record Adjustments may be made by the use of a requisition number for the voucher number, to be assigned by the Action Office from the block of numbers available from the Voucher Register.

M. The "Master Ditto" will be maintained by the Control Group for the year before destroying same. (In the event further abstracts and/or additional copies of requisitions are required by various offices).

N. The Control Group will maintain one copy of each requisition for the fiscal year in a file in chronological order for reference purposes for Procurement Planning and etc.

## SECTION II: (DOMESTIC)

A. Requisitions for equipment, supplies and services will be prepared as follows:

~~SECRET~~



## REQUEST FOR SHIPMENT

CARGO NO. \_\_\_\_\_

To: Chief of Procurement.

(To be assigned by  
Procurement Office)

From: 1(Authorizing Official)	2(Division & Office)	3(Bldg. & Room No.)	4(Phone Ext.)	5(Name of alternate Contact Officer)
-------------------------------	----------------------	---------------------	---------------	--------------------------------------

6. ADDRESS OF CONSIGNEE: (Indicate name and Destination in the clear)

7. Requisition Numbers Applicable: 8. METHOD OF SHIPMENT:

9. PROJECT OR ACCOUNT CHARGEABLE:

10. PERTINENT MARKING INSTRUCTIONS:

11. PACKING INSTRUCTIONS: (In detail).

12. DEADLINE DATE FOR ETD U.S.A.

XX

13. ADDITIONAL REMARKS:

14. (SIGNATURE OF AUTHORIZING OFFICIAL) 15. SIGNATURE OF APPROVING OFFICIAL.

Form No. 36-4 (Rev.)

NOTE: (See reverse side for instructions)

SECRET

The blocks on the reverse side will be filled in as indicated below:

- Block #1: Name of authorizing official who will sign block #14. (Must have authority for disbursement of funds available for shipment of materials).
- Block #2: Division and Office., i.e., ☐OSO or ☐EE/OPC 25X1A
- Block #3: Location of Office.
- Block #4: Phone Extension of Authorizing Official.
- Block #5: Name of alternate Contact Officer in the absence of Authorizing Official.
- Block #6: Address of consignee where materials are to be shipped.
- Block #7: Numbers of requisitions applicable to this Cargo.
- Block #8: Method of Shipment (Air, Sea, Service Channels, Commercial Channels, Diplomatic Channels etc.).
- Block #9: Allotment Project or Account Chargeable for packing, handling and shipment of materials.
- Block #10: Any pertinent Marking instructions (Ship and mark as office Supplies) or Mark from Joe Doaks Company, etc.).
- Block #11: Packing Instructions: (In detail., i.e., For long time storage, climatic condition, inside or outside storage, underground burial, submersion under water, etc.)
- Block #12: Date Shipment Should Leave Continental U.S.
- Block #13: Any additional remarks relative to packing, handling and or movement of materials.
- Block #14: Signature of Authorized Official (Same as Block #1)
- Block #15: As designated by Administrative Instructions applicable.

to Admin. Order

Req'n. No.

Date \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ P--

Office

(Signature of Acct. Officer)

Acc't.  
No.

(Signature of Approv. Officer)

Acc't. Charge.	Project Chg.
----------------	--------------

RECEIPT: I Certify that the quantities of items and/or services itemized below have been received in serviceable condition except as otherwise indicated:

(Date)

(Signature of Recipient)

[illegible]



REQUISITION No.

PAGE OF PAGES

[illegible]

FORM NO. 36-7A  
MAR 6 1961

Approved For Release 2003/03/10 : CIA-RDP81-00728R000100110006-6




[illegible]

PERTINENT REMARKS:

25X1A

[illegible]

25X1A

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Thompson*  
*JP*

NOTICE

3 July 1951

25X1A

SUBJECT: Reprint from the New York Times

1. The attached article is reprinted, with permission of the New York Times, for the information of CIA employees.
2. Reprints are classified "Restricted" due to the provisions of copyright laws. They are for CIA use only and may not be reproduced in whole or in part.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

25X1A

Attachment

DISTRIBUTION NO. 2

JUL 9 1951

RESTRICTED

RESTRICTED

The following article appeared in the May 27, 1951 issue of the New York Times and is reprinted with their permission.

"TO IMPROVE OUR INTELLIGENCE  
SYSTEM

The 'silent service' needs continued support  
and a chance to grow without undue scrutiny.

By TELFORD TAYLOR

Americans have always loved tall tales of secret agents and daring spies, penetrating the innermost recesses of diplomatic chancelleries and military staffs. Traditionally, however, the heroes of these colorful stories have been foreigners, and their astute and anonymous chiefs have inhabited the Admiralty, the Deuxieme Bureau, the Wilhelmstrasse, or some other and equally exotic purlieu. These are roles in which the usually confident American has not been accustomed to imagine himself an actor. Nor, until recent years, have we been impressed with the necessity of cultivating native talent and developing an effective foreign intelligence service of our own.

This attitude of spectator rather than participant is, of course, one reflection among many others of our unusually isolated and externally secure national development. That it has cost us dear is by now widely realized. The reaction has, once again, been characteristically American. If we need an intelligence service, let us here and now build the biggest and most modern one imaginable, and if the newly contrived machine does not promptly produce intelligence of desirable quality and sufficient quantity, then raise the hood and peer inside to see what has gone wrong.

Thus it has come about that nearly every international development which has startled or shocked the American public--whether it be Pearl Harbor, the German winter offensive in the Ardennes, the outbreak of war in Korea, or the entrance of the Chinese into the conflict--has furnished the cue for an outburst of querulous doubts about our intelligence services. Even the political disturbance in Colombia during the Pan-American Conference of 1948 led to an immediate Congressional investigation of the newborn Central Intelligence Agency to "learn whether the Secretary of State and other high officials were promptly warned that a revolution was impending in Colombia."

Public awareness of the vital importance of intelligence is a healthy development, but these spasms of criticism at moments of crisis betray a considerable lack of understanding of the nature of the intelligence problem and of the potentialities and responsibilities of the intelligence services. Good intelligence cannot be purchased overnight, even with the most generous appropriations. Its diseases can rarely, if ever, be cured by means of publicity; the British "silent service" is often taken as a model, yet only a handful of Englishmen know the name of its chief, and parliamentary inquiries into its operations are unheard of. And even the best intelligence is no guarantee against unwise or unfortunate command decisions or policy determinations.

-1-

RESTRICTED

RESTRICTED

A less impulsive and more enlightened public attitude toward the intelligence problem would itself be an important contribution to its solution. What are the basic elements of a national intelligence system? What progress is being made in the development of a sound system? What are its principal defects, and how can they be overcome? If these matters are understood in broad outline, perhaps there will be less nervous lifting of the lid and dangerous poking at the contents of the pot.

The intelligence function is focused in the Central Intelligence Agency, the intelligence branches of the armed services, and the State Department. But the fundamental characteristic of any national intelligence system is that it is more than any one or several specific intelligence services. It is, rather, a basic and constant aspect of governmental and private operations of the most varied description.

Intelligence is a military airplane winging its way over northern Korea and observing new or unusual convoys or concentrations. It is a captured or pilfered document, or an interrogation of a prisoner of war, a refugee from Eastern Europe, or an official of one of the satellite governments seeking sanctuary. It is a report of a diplomatic conversation, an unusually cordial tete-a-tete, or a sudden display of coolness. It is a commercial attaché's prosaic analysis of new trade trends, or a business man's observations from a trip abroad. It may be a secret agent's report, gathered at great personal risk, but it may also be the conclusions derived from a foreign press dispatch or propaganda broadcast. Intelligence is all these things and many more, and unless a certain amount of "intelligence-mindedness" suffuses the conduct and survey of these and innumerable other activities the national intelligence system will suffer from malnutrition.

Before World War II little of this intelligence-mindedness was to be found anywhere in our Government, and even after the outbreak of war in 1939 intelligence remained in a state of woeful neglect. In the Army and Navy pitifully small units struggled valiantly, and in the face of the indifference of their superiors, to function as a secret intelligence service. Not until after the catastrophe of Pearl Harbor was the task assayed at anything approaching its proper proportions.

Ironically enough, it was then discovered that, despite the inadequacy in numbers and experience of the pre-Pearl Harbor intelligence services, they had indeed produced information on the basis of which the impending attack should have been foreseen. But the information had neither been sufficiently circulated to nor impressed upon those who had the power of command. And so we learned, at painful cost in lives and men, one of the elementary principles of intelligence: information, no matter how accurate and intrinsically valuable, is of little practical utility in isolated compartments. It must be combined with all other available information to furnish the basis for an over-all intelligence estimate, and it must be distributed to those who can make use of it.

These and other lessons were not lost upon our wartime leaders, especially the late Henry L. Stimson, then Secretary of War. Beginning in 1942, the Army and Navy intelligence branches were greatly expanded, and the Office of Strategic Services (O.S.S.) was established to develop various types of intelligence work and special operations that the armed

-2-

RESTRICTED

services were not then equipped to handle. William J. Donovan, Alfred McCormack and other able civilians were called in to give scope and direction to the new enterprises. Great benefit was derived from close association with the long-established and expert British intelligence service. By the end of the war American intelligence was functioning effectively in a variety of fields, and great progress had been made in educating our high Government officials about the value of intelligence and the requirements of a national intelligence system.

But we did not yet have such a system. There was much overlapping and duplication between the Army and the Navy. The newly emancipated Air Force was jealous of its independence, and for a time "triplication" threatened. The O.S.S. was dissolved, and some of its personnel were transferred to a newly formed intelligence section in the State Department, but the role and responsibility of this new unit within the department was unsettled. Worst of all, there was no adequate machinery for coordinating the operations or fusing the output of the individual services. Their relations were competitive rather than complementary, and true national intelligence estimates were not produced for lack of focal and responsible intelligence authority.

These shortcomings were generally realized, but there was disagreement as to how they should be rectified. Not until the enactment by Congress of the National Security Act (July 26, 1947) was the conflict legislatively resolved. This act established the Central Intelligence Authority (C. I. A.), and placed it under the direct control of the National Security Council, composed of the President and Vice President, the Secretaries of State and Defense, the chairman of the National Securities Resources Board, and other high officials designated by the President. Thus the C. I. A. was made completely independent of any existing Government departments and placed within the immediate ambit of Presidential authority.

The C. I. A. was not intended to supplant the existing intelligence divisions of the armed services, nor is its primary purpose the direct conduct of intelligence operations. To be sure, it is authorized to undertake directly such intelligence activities as can most efficiently be performed centrally. Thus the C. I. A. itself monitors all foreign radio broadcasts, conducts certain research and other operations, and distributes the results of these and other activities to the interested governmental agencies. But the two principal functions of the C. I. A. are to coordinate the intelligence activities of the various government agencies and to correlate and evaluate intelligence from all available sources in the production of national intelligence estimates.

The C. I. A. did not immediately accomplish the objectives for which it was created. It came into existence at a time when there was little sense of the urgency of defense needs. Qualified personnel was extremely difficult to obtain, and staff morale was poor. Interagency rivalries persisted, and the C. I. A. did not command the prestige necessary either to coordinate over-all intelligence activities or to establish its own output as authoritative.

A special committee of three civilians with extensive wartime experience in intelligence--Allen W. Dulles, William H. Jackson and Mathias

-3-

RESTRICTED



RESTRICTED

F. Correa--which was appointed to study C. I. A. operations, found much cause for dissatisfaction. Continuing demands for improvement led to the appointment in October 1950, of Lieut. Gen. W. Bedell Smith as Director of Central Intelligence and to a radical overhauling of the Agency.

During the six months of General Smith's tenure, substantial improvements have been achieved. In part, this has been due to his rank and acknowledged ability, and in part it reflects the sharpening international tension which has boosted defense appropriations and brought many capable men to or back to Washington. Mr. Jackson became General Smith's deputy, and notable recent additions to the staff include Allen Dulles, prominent academicians such as William Langer, Raymond Sontag, Sherman Kent, Neal Millikan and Calvin B. Hoover and numerous other highly competent men with intelligence experience.

These men have brought not only their own abilities; in addition their presence has raised the morale of the staff and prestige of the agency, and consequently its power to attract still other men of outstanding capacity. Thus reinforced, the C. I. A. has made great strides toward the accomplishment of its prime purposes. Responsibilities have been sorted out among the various intelligence services, duplication reduced, and General Smith has been able to "needle" the other agencies and raise the level of their performance.

A small group comprising some of the best analytical minds in the Agency is exclusively assigned to the correlation of all available data on critical intelligence problems and the preparation of proposed estimates. These are carefully reviewed by the interagency Intelligence Advisory Committee, composed of the chiefs of the several intelligence services and representatives of the F. B. I. and Atomic Energy Commission under the chairmanship of General Smith. The intelligence estimates which are thus arrived at are treated as authoritative within the political and military leadership of the country, although the right of any participating agency to present divergent views is preserved.

In short, it is fair to say that the tasks of intelligence coordination and over-all evaluation are being performed according to sound conceptions and are in skilled hands. This is signal progress. Yet, as was observed at the outset, good national intelligence is more than any one agency or function; it is a system and an attitude. Likewise, the C. I. A. is not primarily an intelligence-producing service, and must to a large extent "live off" the output of the armed services and the State Department.

What are the principal shortcomings of our national intelligence system as a whole now that nearly a decade has passed since we began to take the intelligence problem seriously?

Immaturity. Sensible organization and a talented staff can solve problems of coordination and evaluation in relatively short order. But the work of obtaining the raw material of intelligence is quite another story. Undoubtedly, there are few other techniques in which experience and "continuity" count for as much.

-4-

RESTRICTED

RESTRICTED

By "continuity" is meant the "snowball" character of intelligence work. The more intelligence one has, the easier it is to get still more, and the more meaningful each new item is likely to be. The more that is known about another country's leading personalities, governmental and economic structure, transportation network, communications facilities and procedures, order of battle system, and security precautions--to mention a few of many relevant subjects-- the more surely can it be determined what further information will be most valuable and how to obtain it.

In these terms, an intelligence system which is barely ten years old is still very young. Furthermore, the mere passage of more time will not profit us unless the intelligence services are constantly held to a high pitch of alertness and progress, for once continuity is lost, the damage is long continued.

Military Intelligence. Despite the growing power and efficiency of the armed services, the caliber of their staff intelligence work still leaves much room for improvement. No one has stated the problem with greater accuracy or pungency than Gen. Omar Bradley, in his forthcoming book, "A Soldier's Story":

. . . instead of grooming qualified officers for intelligence assignments, we rotated them through conventional duty tours, making correspondingly little use of their special talents. Misfits frequently found themselves assigned to intelligence duties. And in some stations G-2 became a dumping ground for officers ill-suited to line-command. I recall how scrupulously I avoided the branding that came with an intelligence assignment in my own career. Had it not been for the uniquely qualified reservists who so capably filled many of our intelligence jobs throughout the war, the Army would have found itself badly pressed for competent intelligence personnel.

This attitude among military men is by no means confined to the United States. The German officers' corps was even more scornful of intelligence, and the Wehrmacht paid a high price for this neglect during World War II. Our armed services are the most important single source of "raw" intelligence, and it is correspondingly vital that this failing be corrected. Since the time of which General Bradley writes, there has been distinct improvement, but intelligence assignments do not yet attract nearly enough well-equipped officers.

Political Intelligence. After the war, the State Department for the first time established its own intelligence unit. This unit had and still has able direction, but its role in the intelligence picture is, of necessity, quite limited. Unlike the intelligence branches of the armed services, the State Department unit does not collect any intelligence of its own. This is because the entire department is, in effect, an intelligence service, constantly gathering information through Ambassadors and other foreign service personnel.

Furthermore, the various geographical "desks" at the State Department are themselves engaged in analyzing this material, and an additional evaluation by the intelligence unit may add little, or even provoke friction.

-5-

RESTRICTED

RESTRICTED

The principal functions of the intelligence unit, therefore, are basic intelligence research, liaison and interchange with other government agencies, and participation in the preparation of estimates by the Intelligence Advisory Committee.

Improvement in the collection and analysis of political intelligence, accordingly, must be accomplished by the entire State Department rather than within the intelligence unit alone. Here is it primarily a question of developing "intelligence-mindedness" throughout the department. Extended intelligence training should be part of the normal equipment of foreign service officers, and non-career diplomats should receive an intensive course in intelligence methods. It goes without saying that the appointment to high diplomatic posts of political "fat cats" or men whose prejudices becloud their powers of observation has a most damaging effect.

Civil Service Tradition. The most fundamental shortcoming of our intelligence system is the same defect that plagues many other Government activities--the lack of a stable and distinguished civil service tradition. To a degree this has been mitigated by the influx to Government work of able and imaginative men in times of crisis. But we have not yet learned that the best way to avoid crises is to have capable men handling our governmental affairs at all times.

This lesson is of particular importance in the field of intelligence. It is as important to understand an ally now as to penetrate an enemy later. It is vital to grasp the factors threatening peace if war is to be avoided. Because of its very nature, an intelligence system should be as good in peace as in war; it must never be allowed to slumber. And fate is bound to overtake the country that disregards this principle, for an intelligence system neglected in peace will be disastrously handicapped in war.

The public must be educated to realize that the danger arising from an event such as the entry of the Chinese into the Korean war is not necessarily the fault of the intelligence leadership of the moment. It may not be the fault of intelligence at all; it may well be due to a misjudgment of command. But if a major development catches intelligence unawares, in all probability it is the rotten fruit of neglect dating back for years--a neglect for which the government and public as a whole are responsible.

These obstacles to the development of a fully effective national intelligence system are serious, but the United States has great resources for their overcoming. The size and variety of our economy offers an abundance of individuals with special skills, and our commerce furnishes the basis for numerous and world-wide informational contacts. Our polyglot population is rich in linguistic and cultural resources.

Most important of all is that we preserve our democracy so that intelligence can be reported and analyzed with fearlessness and objectivity. German intelligence in the Third Reich was corroded to the bone by fear and superstition, which made the reporting of unpalatable facts dangerous or impossible, and we may be sure that Communist intelligence suffers from the same malignant disorders. Agents of an ideological tyranny may be expert in sabotage or the pilfering of secrets, but they are fatally

-6-

RESTRICTED

RESTRICTED

handicapped in the broader and more cosmopolitan reaches of intelligence. In the intelligence field, as in all others, democracy offers the only sound footing and the greatest potentialities.

This article may not be reproduced in whole or in part.

RESTRICTED

-7-

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

2 July 1951

25X1A

SUBJECT: Transit Strike - Emergency Service

1. During the current transit strike, public transportation will not be available to employees residing in Washington and the Maryland suburbs.

2. The cooperation of all employees will be appreciated in helping their fellow employees who normally use public transportation in traveling to and from work.

3. The following suggestions are offered and it is strongly urged that all employees cooperate to the fullest extent possible.

a. Employees who use public transportation should try to arrange for a ride to and from work with a fellow employee or friend who is driving to work in the vicinity of CIA buildings.

b. Those employees driving their own cars can be of great service during this emergency by placing hand made placards in the window of their car indicating the general area of destination both going to and from work, such as:

- (1) Riverside Stadium
- (2) West Potomac Park
- (3) Lincoln Memorial

The signs should not read CIA. On the return trip in the evening employees might indicate on the reverse side of the sign, general destinations as follows:

- (1) Bethesda via Wisconsin Ave.
- (2) Silver Spring via 16th Street
- (3) Southeast via South Capitol Street Bridge

c. Signs will be printed on request to the Reproduction Division, Administrative Services Office, Extension

STAT

d. To facilitate the above suggested plans, the Agency has established the following pickup and delivery points. Employees driving their own automobiles would pass by one of the following assembly points in the evening where employees without transportation will assemble.

Assembly points are established as follows:

North, Central, Administration, South, "Q" and "M" Buildings

The Capital Transit turn around stop between "M" Building and the Heurich Brewery and directly across the street from Riverside Stadium.

"L" and "K" Buildings

In the rear of "L" and "K" Buildings at gates 9 and 10.

Quarters "I", [REDACTED] and Allcott Hall

In the parking area behind Quarters "I".

e. It is suggested that Office heads consider allowing personnel without transportation to leave a few minutes early at the end of the day to proceed to the assembly area, or to take advantage of transportation arrangements.

f. Office heads should exercise reasonable latitude in excusing employees who arrive late or must leave early due to transportation difficulties or arrangements.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION: No. 4

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
NO. 

28 June 1951

SUBJECT: Shuttle Service on Saturdays

1. Effective 30 June 1951, the existing shuttle schedule dated 15 November 1950 will be discontinued on Saturdays only.

2. Effective on that date there will be one shuttle bus operating on the regular route between North Building at 2430 E Street and the Pentagon Building. The shuttle between Quarters Eye and "L" and "K" Buildings will be discontinued on Saturdays.

3. The Saturday schedule provides for starting at 8:30 a.m. and every 30 minutes thereafter until 4:30 p.m. from North Building and departing from the Pentagon Building at 8:45 a.m. and every 30 minutes thereafter until 4:45 p.m.

4. Pool service will not be requested for transportation between buildings being serviced by the shuttle bus.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

WALTER REID WOLF/  
Deputy Director  
(Administration)

DISTRIBUTION: No. 4

JUN 29 1951

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Advisor for Management

FROM : Chief, Administrative Services

SUBJECT: Elimination of Shuttle to Quarters Eye on Saturdays

DATE: 26 June 1951

1. A traffic check of the utilization of all shuttles to the Pentagon and Quarters Eye on Saturday, 23 June 1951, indicates that only 96 passengers used the shuttles on that date. This can be compared with the daily traffic, which has been averaging from 920 to 1025 passengers on regular working days.

2. In view of this situation, it is requested that the attached CIA Notice be issued, providing for shuttle service between CIA buildings in the campus area and the Pentagon only on Saturdays. In other words, the shuttle to Quarters Eye on Saturdays would be eliminated. This would permit the Transportation Division to operate only one bus on a half hour schedule between North and Pentagon Buildings.

3. Your prompt action in order that this Notice may be effective on Saturday, 30 June 1951, would be appreciated.



25X1A

Attachment

JUN 27 1951





CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D. C.

NOTICE

28 June 1951

25X1A

SUBJECT: Leave of Absence

1. The following communication has been received from the White House:

"AMVETS

HAROLD RUSSELL  
National Commander724 9th Street, N  
Washington, D. C.

June 20, 1951

Honorable Harry S. Truman  
The White House  
Washington, D. C.

Dear Mr. President:

"AMVETS will very much appreciate your requesting the various agencies of the Federal Government to grant leave to such members of our organization in their employ who desire to attend our Seventh Annual National Convention to be held in Boston August 30th through September 2nd, 1951.

"We are very cognizant of the great increase in work, especially for those employees of the Defense Establishment and related agencies, but we hope that the results of the deliberations of a public-opinion group such as ours can be considered important to our national officials.

"We want to thank you in advance for any consideration you may be able to give to this request.

Sincerely yours,

HAROLD RUSSELL  
National Commander

-----

"The above copy of a letter which the President has received from the National Commander of AMVETS of World War II is respectfully referred to the heads of the departments and independent establishments of the Government for attention.

WILLIAM D. HASSETT  
Secretary to the President"

JUN 28 1951

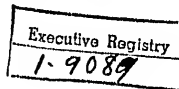
2. It is desired that those employees who are members of AMVETS and who request leave of absence to attend the National Convention in Boston be granted such leave if their services can be spared without serious disruption of normal activities.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

WALTER REID WOLF  
Deputy Director  
(Administration)

Distribution: No. 3



AMVETS

HAROLD RUSSELL  
National Commander

724 9th Street, N. W.  
Washington, D. C.

June 20, 1951

Honorable Harry S. Truman  
The White House  
Washington, D. C.

Dear Mr. President:

AMVETS will very much appreciate your requesting the various agencies of the Federal Government to grant leave to such members of our organization in their employ who desire to attend our Seventh Annual National Convention to be held in Boston August 30th through September 2nd, 1951.

We are very cognizant of the great increase in work, especially for those employees of the Defense Establishment and related agencies, but we hope that the results of the deliberations of a public-opinion group such as ours can be considered important to our national officials.

We want to thank you in advance for any consideration you may be able to give to this request.

Sincerely yours,

HAROLD RUSSELL  
National Commander

-----

The above copy of a letter which the President has received from the National Commander of AMVETS of World War II is respectfully referred to the heads of the departments and independent establishments of the Government for attention.

WILLIAM D. HASSETT  
Secretary to the President

JUN 26 1951

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

19 June 1951

SUBJECT: Attendance at Ceremonies in Honor of His Excellency Galo Plaza, President of Ecuador.

1. The following memorandum from the White House, dated 15 June 1951 is quoted below for your information:

"THE WHITE HOUSE

Washington

"TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

"Ceremonies have been planned to pay tribute to His Excellency Galo Plaza, President of Ecuador, who will arrive in Washington June twentieth for the purpose of making an official visit to the United States.

President Plaza will arrive at MATS Terminal, National Airport, at 3:00 p.m. on Wednesday, June twentieth, where there will be a brief ceremony. After crossing the Memorial Bridge and rounding the Lincoln Memorial, he will proceed along Twenty-third Street to Constitution Avenue (expected to arrive at Constitution Avenue at approximately 3:15 p.m.), east on Constitution Avenue to Twelfth Street, north on Twelfth Street to Pennsylvania Avenue, west on Pennsylvania Avenue to the District Building at Fourteenth Street and Pennsylvania Avenue, where he will be officially welcomed and presented with the key to the City of Washington. He will then continue along Pennsylvania Avenue to Fifteenth Street, north on Fifteenth Street to Pennsylvania Avenue, west on Pennsylvania Avenue to the Blair House.

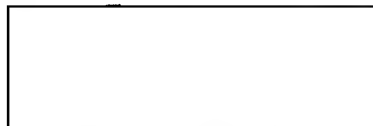
It is desired that as many as possible of the Government employees extend their greetings to President Plaza. For the accomplishment of this purpose, President Truman has indicated that the Heads of the Departments and Agencies shall excuse from work those employees whose services can be spared, without charge to annual leave, for such time as is required to greet President Plaza on June twentieth. Those members of the National Guard and other groups participating along the route to be taken by the Presidential Party will also be excused from duty without charge to annual leave at an hour early enough to permit them to arrive in uniform at their appointed stations.

/s/ DONALD S. DAWSON  
Administrative Assistant  
to the President"

2. All employees whose services can be spared without unduly impairing the operations of the Office concerned may be excused at 1500

hours for such time as is required for the accomplishment of this purpose.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REID WOLF  
Deputy Director  
(Administration)

25X1A

DISTRIBUTION NO. 4

25X1A

NOTICE

8 June 1951

SUBJECT: Paper Conservation

1. Paper is a critical item and replenishment of supplies is becoming difficult. Economy is essential.

2. The following economy measures will be observed:

a. Where practicable, both sides of the page will be used in printing, mimeographing, and multilithing of all publications.

b. Reproduction of reports, papers, books, etc., will be restricted to an essential number of copies.

c. Distribution lists will be reviewed periodically to reduce dissemination of copies.

d. Care will be exercised in the operation of ditto and thermofax machines as the paper used by these machines is particularly critical.

e. Stenographers will not prepare more carbon copies of letters and memoranda than are known to be needed.

f. Consistent with security, care should be taken to reuse carbon paper as long as it will produce legible copies.

g. The half-size (5" x 8") inter-office memorandum form will be used when length of memoranda warrants.

h. Drafts of correspondence, reports, etc., should be typed on white sulphite paper rather than on bond paper. Sulphite is being stocked and will be obtainable on requisition from the Warehouse at Rosslyn or through the subsidiary supply rooms in the near future.

i. Both sides of the page should be used when preparing handwritten drafts on scratch pads.

j. The smallest size envelope consistent with the size of the material to be mailed will be used in all cases.

k. Multiple daily mailings to the same address should be consolidated and dispatched in a single envelope to the extent consistent with operational and security considerations.

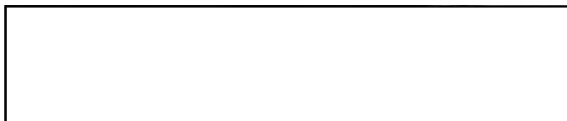
l. Economy will be practiced in the use of scotch tape. It should not be used to seal chain envelopes except when the contents of the envelopes are so bulky that the CIA gummed label will not make an effective

seal.

m. File folders will be reused whenever possible.

n. Stocks of stationery and forms on hand in the various offices of the Agency will be held to an essential minimum and arranged to avoid waste from soiling and tearing.

25X1A



Acting Deputy Director

DISTRIBUTION: 3



8 June 1951

The Honorable Frederick J. Lawton  
The Director  
Bureau of the Budget  
Washington 25, D. C.

Dear Mr. Lawton:

This report is submitted in compliance with Bureau of the Budget Circular No. A-43 relative to paper conservation.

General

A survey has been made of CIA in the light of the suggestions made in the Guide attached to Circular No. A-43, and a Paper Conservation Program established.

The CIA Records Management Program is designed to reduce unnecessary records at the source.

Procurement and Stocking

Procurement of paper stock and stationery supplies is based on records of past use, plus a realistic appraisal of future needs as determined by personnel and program requirements.

Stockpiling is avoided and inventories of stock are maintained as nearly as possible in accordance with the levels prescribed in General Services Personal Property Management Regulation No. 2. Running inventory records are maintained, supplemented by an actual inventory count at periodic intervals.

Periodic stock status reports are prepared in order to disclose any slow moving items or obsolete stocks, and these are disposed of in accordance with General Services Personal Property Management Regulation No. 3, security considerations permitting.

Control of Publications

Centralized controls exist over grade, size, and color of paper, color of ink, and type of reproduction process to be used for publications. One individual in each major organizational element reviews all requests for

reproduction before final submittal.

Distribution lists of publications are reviewed periodically with a view to keeping distribution to a minimum.

It is the general policy of CIA to utilize both sides of the paper for publications.

Control of Forms

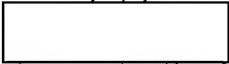
Requests for the printing of new or revised forms and rerunning of existing forms are centrally approved. Justification is required for any new or revised form, and proposed procedures are examined to prevent the approval of unneeded forms and to assure the most efficient forms possible.

Paper Salvage Measures

The great bulk of the paper used in this Agency must be destroyed because of stringent security considerations. Destruction is effected by burning at the present time. (A possibility that the installation of pulping machines may satisfy the need for complete security while resulting in a considerable recovery of waste paper through sale of the pulp is being explored.)

CIA is able to reuse only a minimum number of corrugated paper containers in which shipments are received, but arrangements are being made to include any excess containers with other salvageable paper which is already being collected by Public Buildings Service on a regular basis.

Sincerely yours,

151  
  
Acting Deputy Director

25X1A

LTS:laq

Copies to:

Central Records  
Chief, Adm Serv  
✓ Adv for Mgmt - *u/ Civ - A-43*  
Chief of Proc  
ADD/A chrono

Exhibit A  
Circular No. A-43

A GUIDE  
for  
MANAGEMENT OF THE PROCUREMENT, USE AND SALVAGE OF  
PAPER AND PAPER PRODUCTS

TABLE OF CONTENTS

	<u>Page</u>
SUMMARY .....	1
PART I. Procurement, stocking and use of paper .....	1
A. Control of content, specification, quantity, and distribution of issuances .....	1
B. Elimination, reduction, simplification, and standardization of forms and blank book work ..	4
C. Purchase, control, readjustment, and distri- bution of inventories of bulk and blank paper ..	5
D. Control of miscellaneous paper items such as envelopes (penalty and nonpenalty), letter- heads, file folders, paper towels, paper cups, etc. ....	6
E. Maintenance of mailing lists .....	7
PART II. Paper salvage measures .....	9
A. Reuse of containers .....	9
B. Salvage of waste paper .....	10
C. Salvage of surplus publications .....	11
D. Disposal of records as waste paper .....	12

(No. A-43)

#### SUMMARY

This Guide is designed to assist the departments and establishments in developing and appraising measures for conserving paper.

Part I of the Guide, dealing with procurement, stocking, and use of paper, sets forth information pertinent to the use of paper by Government agencies as well as suggested measures for controlling its use. This section describes briefly conservation methods for each of these major types of paper use: (a) publications and issuances; (b) forms; and (c) stationery and other paper supplies. It also sets forth suggestions on the purchase and control of bulk and blank paper and on the maintenance of mailing lists.

Part II of the Guide is concerned with paper salvage measures. It lists principal paper items subject to salvage -- such as shipping containers, waste paper, and excess publications and records -- and, for each, points out methods of salvage and disposal. This part of the Guide also identifies laws and regulations governing the disposal of Government records as waste paper.

(No. A-43)

PART I

PROCUREMENT, STOCKING AND USE OF PAPER

A. Control of content, specification, quantity, and distribution of issuances.

25X1A

The term "issuances" as used herein includes: single issues (in a subject-matter series or not) of books, pamphlets, leaflets, bulletins, newsletters, folders, throwaways, broadsides, newspapers, periodicals, magazines, journals, studies, reports, statistical abstracts and summaries, technical papers, manuals, handbooks, instructions, procedures, envelope stuffers, news releases, etc., or reprints of same--regardless of the method of reproduction.

All issuances, whether administrative or informational, should be thoroughly reviewed either before or after their reproduction, preferably before. Major publications should always be reviewed prior to publication. Where review is subsequent to issuance, the originating officer should be advised of economies possible in future publications.

Following are some of the points which should be adhered to in controlling issuances:

1. Review each issuance as to necessity for its present or continued publication. ✓
2. Review the number of copies requested to be reproduced and determine proper quantity based on minimum needs. ✓
3. Examine carefully all material to determine that the lightest weight of a minimum acceptable grade of paper, proper style of binding, and correct color of ink is used consistent with the end use of the publication. ✓
4. Discourage bleed illustrations, eliminate blank pages, design format with the object of conserving paper, and effect other economies wherever possible. ✓
5. Check the trim size of all issuances to see that it conforms to standard sizes as recommended by the Government Printing Office. Use the Government Printing Office Style Pages as prepared by the Director of Typography and Design and keep all publications within the four recommended sizes (9 $\frac{1}{4}$ " x 11-3/4", 5-7/8" x 9-1/8", 7-7/8" x 10 $\frac{1}{4}$ ", or 5-1/8" x 7-5/8").
6. Arrange so that material worthy of publication is given the widest dissemination to the interested public at the least possible expense to the Government. Distribution to depository libraries is made. ✓

(No. A-43)

-2-

ILLEGIB

by the Superintendent of Documents on publications printed by the Government Printing Office and by special arrangements for publications printed outside the Government Printing Office. When publications are issued, they are brought to the attention of libraries and other interested persons through a monthly catalog issued by the Superintendent of Documents and by printed catalog cards issued by the Library of Congress. Printing by or through the Government Printing Office transfers sales responsibility to the Superintendent of Documents and should eliminate or reduce free distribution. Depository distribution and sales of publications by the Superintendent of Documents is at no cost to the issuing agency.

7. Restrict official distribution of reports, publications and informational material to a minimum number of copies, and limit free distribution to those types of documents required by law or necessary for official distribution. All additional copies of reports, publications and informational material not falling within the above category should be distributed on a sales basis. In order to eliminate wasteful distribution of reports, publications, and informational material, the following principles and procedures should be observed:

- a. All official distribution of reports, publications and informational materials should be limited to that which is necessary as a means of enabling the agency to perform the functions with which it is charged by law and held to the absolute minimum, consistent with prudent administrative management.
- b. The following classes of material and copies should be kept to an absolute minimum for official distribution:
  - (1) Official letter correspondence.
  - (2) Material concerning the sale of Government securities, and the collection of Federal taxes.
  - (3) Lists of publications, including lists of publications and documents for sale by the Superintendent of Documents.
  - (4) Specific publications or classes of publications required by law or whose distribution is governed by law. Agencies should advise the Bureau of the Budget of such publications as required by law or governed by law that could, without impairment to the public or to the Government, be eliminated and cite the law presently requiring such publication.
- c. Material in classes not listed under (b) above should be given official distribution only when determined to be strictly essential to:

(No. A-43)

-3-

- (1) Officers and employees of the issuing agency who are directly concerned. (This should not be construed as meaning all employees of the issuing agency. Occasionally such broad distribution may be necessary, but usually a highly selective distribution to employees who must use such matter in carrying out their official duties in a specific activity will suffice.) ✓
- (2) Officers and employees of other Federal, State and local governmental agencies concerned. ✓
- (3) Official collaborators and cooperators as determined by the head of the issuing agency. ✓
- (4) Private individuals and concerns directly affected by the contents of the specific informative matter when necessary to the public business (such as those directly affected by specific provisions of a trade agreement; farmers who are eligible to vote in a marketing-quota referendum; Indians who are eligible for credit under the Wheeler-Howard Act; owners of land which is within a Federal irrigation project; citizens whose permission must be obtained by the Coast and Geodetic Survey for the construction of survey markers and towers; those affected by the enforcement of the Food and Drugs Act; or persons with whom the Public Health Service must make contact in suppressing contagious diseases. These specific examples have in common that the Congress has declared that the particular activities are operating in the public interest and that their objectives can be achieved only with the intelligent cooperation of individuals, groups, or concerns.) ✓
- (5) Designated depositories and other appropriate libraries. ✓
- (6) Selected educational and scientific institutions. ✓
- (7) The press, including newspapers, trade journals, technical journals, and other nongovernmental periodical publications. ✓
- (8) Radio broadcasting stations and networks. ✓
- (9) Correspondents, in instances where response by letter to inquiries may be simplified by supplying published matter to supplement the information provided in a letter. ✓

(No. A-43)

-4-

- ✓ d. All reports, publications, and informational material not falling within official distribution, as defined in (a), (b), and (c) above, should be distributed on a sales basis.
  - ✓ e. Information developed through research and investigations should be made available, whenever feasible, to nongovernmental publications, especially to technical journals, to avoid the expense of printing and distributing as Government publications.
  - ✓ f. Official distribution of research publications should usually not exceed 3,500 copies, never more than 5,000 copies unless otherwise specified by law.
  - ✓ g. Any agency having publications in excess of its requirements for official distribution should transfer, after agreement, and without charge, such excess stock to the sales account of the Superintendent of Documents.
- ✓ 8. Reduce printing costs and excessive use of paper in the agency issuance of regulations, proclamations and Executive orders of general interest and applicability by making use of reprints of the Federal Register on 8" x 10½" paper. Bureau of the Budget Circular No. A-12, "Effectuation and distribution of Executive orders, proclamations, and regulations," dated November 7, 1946, describes how this may be accomplished.
9. Use both sides of the paper for all publications and other printed or offset documents.

B. Elimination, reduction, simplification and standardization of forms and blank book work.

Forms represent a major portion of Government printing. Great savings in paper, manpower, and machine hours can be made in the proper planning of forms.

Following are some of the points which should be adhered to in controlling forms:

- 1. Examine the methods or systems in effect for initiating a new form or revising an existing form to assure that duplication and unnecessary forms are not brought into being. ✓
- 2. Establish a basis for determining the quantities to be printed to eliminate excess printing. This should include consideration of the probability of revisions which would make existing stocks obsolete (see Par. B-6). ✓

(No. A-43)



-6-

1. Determine what quantities of the several types of paper are on hand and on order, by location.
2. Determine what quantities represent the over-all need (including sufficient warehouse stock to cover time required to replace). Stockpiling is not a paper conservation measure.
3. Determine what quantities are in excess (1 minus 2).
4. Determine what action is to be taken with respect to excess stocks, either by:
  - a. Canceling or reducing outstanding replenishment orders for paper, or
  - b. Redistribution:
    - (1) Within the agency.
    - (2) Disposition in accordance with General Services Personal Property Regulation No. 3, dated August 25, 1950.

The General Services Administration under the Federal Property and Administrative Services Act of 1949 (41 USC 231) has the responsibility for personal property procurement, availability, warehousing and distribution and will assist field agencies to meet paper requirements. The Government Printing Office will make every effort to meet paper requirements for printing requisitions submitted to them and for paper requirements in Washington.

The review and approval of all requisitions for printing paper and paper products should be an integral part of the complete paper program of an agency. Paper is such a common item that in some cases it has been omitted from the regular inventory records. Only infrequently are paper requirements of an agency based on sound records of past use and present inventories which have been correlated with plans for their use. When this correlation exists, it may be possible not only to prevent the ordering of items of which sufficient quantities are on hand, but also to standardize on the items carried in stock and to order reduced weight and grade paper when the substitution can be made without detriment to the end use.

- D. Control of miscellaneous paper items such as envelopes (penalty and nonpenalty), letterheads, file folders, paper towels, paper cups, etc.

The development of economical practices in the control of the other uses and kinds of paper such as envelopes, letterheads, file folders,

(No. A-43)

-5-


3. Review the procedures and requirements for multiple copy forms to determine that all copies are necessary. ✓

4. Check forms in use to determine whether they are still necessary. ✓

5. Review procedures to examine the need for the form, the possibility of consolidating the form with other forms, or the revision of the format in order to reduce the paper requirements. ✓

6. Avoid minor revisions when large stocks are on hand. Revision in forms should be instituted when definite improvement in reporting techniques, savings in clerical preparation, or interpretation, or reduction in paper use can be justified. With proper control of quantities of forms, obsolescence as a result of elimination or revision should be relatively insignificant. ✓

ILLEGIB

7. Make certain that proper approval is secured on forms coming within the purview of Bureau of the Budget Circular No. A-40, "Clearance of plans and report forms under the Federal Reports Act" (5 USC 139c). 

The following regulations and guides are in effect and pertinent to the control of forms:

Bureau of the Budget Circular No. A-12, Effectuation and distribution of Executive orders, proclamations, and regulations, dated November 7, 1946.

Bureau of the Budget Circular No. A-17, Clearance of Standard Forms, dated April 25, 1947.

Bureau of the Budget Circular No. A-22, Clearance of Optional Forms, dated April 25, 1947.

Bureau of the Budget Circular No. A-40, Clearance of plans and report forms under the Federal Reports Act, dated October 25, 1948.

Bureau of the Budget issuance, Standards for the Design of Report Forms, dated August 1945.

Bureau of the Budget Management Bulletin on Forms Control, dated June 1948.

C. Purchase, control, readjustment, and distribution of inventories of bulk and blank paper.

✓ Inventory control is essential to any adequate control of paper as well as other items of supply. The following steps should be applied:

(No. A-43)

-7-

paper towels, paper cups, guide cards, fillers, posters, wrapping paper, etc., is also an important paper conservation necessity. Good management should promote good housekeeping methods and good housekeeping methods are an important element of conservation. Bureau of the Budget Circular No. A-33, dated May 26, 1949, establishes certain specific regulations with respect to letterheads, continuation sheets, manifold (tissue) sheets, memorandum forms and envelopes. The requirements contained in Circular No. A-33 should be reviewed in this connection.

Practices and procedures should be developed in each agency to restrict the use of penalty envelopes to only those transmittals to be handled by the Post Office Department, and return addressed envelopes should be used only when it is in the interest of the Government to obtain essential information. Suggested procedures include:

ILLEGIB

1. Use Standard Form 65, U. S. Government Messenger Envelope, both in Washington and in field offices when the message is not to be transmitted by mail.

2. Consolidate multiple daily mailings to the same address to the greatest possible extent.

3. Review other suggestions in Bureau of the Budget Circular No. A-33, especially that pertaining to the use of the smallest size envelopes consistent with the material to be enclosed.

E. Maintenance of mailing lists

A review of returned mail should indicate the extent of obsolescence of mailing lists. To the extent consistent with paragraph A-6, continuous efforts should be made to reduce rather than expand mailing lists. The Act of June 25, 1948 (39 USC 321n) prohibits, with certain exceptions, executive departments and independent offices from sending any publication through the mail, free of postage, unless a request therefor has been previously received by the department or establishment, or the transmission is required by law, or is necessary to inform the recipient thereof of the adoption, amendment, or interpretation of a statute, rule, regulation, or order to which he is subject. A certification to this effect is required to be submitted to the Postmaster General quarterly from the head of the agency. There are certain exceptions to this law as for example those pertaining to agricultural documents, lists of publications for sale by the Superintendent of Documents, announcements of sale of certain documents by the Federal Power Commission and transmission of publications to educational institutions, public libraries, or Federal, State or other public authorities.

(No. A-43)

-8-

Conservation of paper is essentially a matter of good management and involves the improvement of procedures and of employee education. The encouragement of employee suggestions as a means of promoting conservation and other management improvement practices should be fostered. Many productive ideas can be secured from employees in this manner.

(No. A-43)

-9-

## PART II

## PAPER SALVAGE MEASURES

A. Reuse of containers

The manufacture of paper board from which paper containers are made requires approximately one-half of the total supply of the raw materials used for paper making. It is imperative that action be taken by each agency to insure the proper handling, reuse, and disposal of all available containers. Specific suggestions are:

1. Use care in opening:
  - a. Corrugated and solid fibre containers. If sealed, break seal on flaps by sliding a wooden paddle back and forth, not up and down, underneath flaps. This does not damage containers. Collapse box, tie in bundles. If gum-taped, cut tape, collapse box and tie in bundles.
  - b. Set-up paper boxes. Carefully collapse bodies and covers by cutting the four corner stays. Pack flat in used corrugated containers. Corners can be retaped and the boxes used again.
  - c. Paper bags. Never slash or cut tops off sewn bags; pull stitch to open.
2. Keep containers dry, and free from dirt, tears and rips.
3. Lift bags - do not drag them.
4. Reuse containers:
  - a. For outgoing shipments from the agency.
  - b. For handling of materials within the agency.
5. Arrange for disposition of containers. Arrange with appropriate General Services Administration regional office for disposition of excess containers along following lines:
  - a. Where Federal Supply Service direct deliveries of supplies are made, excess containers should be returned at that time.
  - b. Upon advice of General Services Administration regional office, make excess containers available to other agencies in immediate adjacent areas that may require their use.

(No. A-43)

*Probably  
in storage  
near  
Washington*

*checked papers  
city & foreign*

*Problem time  
would be to send  
because of storage  
problem of containers  
not shipped in boxes  
problem of shipping  
+ handling*

-10-

ILLEGIB



- c. Upon advice of the General Services Administration regional office, dispose of excess containers as waste paper. In those locations when handling and transportation charges would be excessive in relation to reuse salvage, and volume is not sufficient to warrant sale as waste paper, dispose in same manner as other refuse.

B. Salvage of waste paper

Salvageable waste paper is one of the principal raw materials needed in the manufacture of paper and paper products and the chief substitute for pulp wood. Unsalvageable waste paper includes such items as cups, waxed and greased paper, and most paper which has been contaminated with other refuse or chemically impregnated so as to render it useless for recovery.

The salvage of waste paper will:

1. Release space, equipment, and manpower that can be used for other purposes.
2. Convert a dormant investment into a cash recovery by the Treasury.
3. Aid in relieving the over-all paper shortage.

Records, as defined in the Act of July 7, 1943 (44 USC 366), may not be disposed of except in accordance with the requirements of that Law and the regulations of the National Archives Service of the General Services Administration. (See manual on Disposition of Federal Records, National Archives Publication No. 50-3.) This manual further prescribes the methods of disposal of records as follows:

1. Sell as waste paper. If necessary, the records must first be macerated or otherwise treated to destroy their record content, or the contract for sale must include a clause prohibiting their resale as records or documents.
2. Destroy by burning or otherwise. If the records cannot be sold to advantage or if the agency believes it necessary in order to prevent the disclosure of information prejudicial to the interests of the United States or of individuals, they may be destroyed by burning.

All other papers and those salvaged above, should be sold as waste paper wherever practicable, or otherwise disposed of as follows:

1. In Washington;

(No. A-43)

-11-

- a. By authorizing the Superintendent of Documents to dispose of material held by him for the agency, or held by the agency.
- b. By direct sale under General Services Administration waste paper contracts.
2. In the field:
  - a. By sale under General Services Administration contract. If no such contract is available, by sale on a bid basis under agency procedures when quantities warrant.
  - b. By donation to local public institutions or municipal salvage committees when quantities do not warrant sale, or are in isolated locations. Otherwise day by day accumulations should be disposed of through the janitor service or regular building disposal system in which event an attempt should be made to determine that the waste paper is salvaged and not destroyed by burning.

Retention of accumulations of waste paper should be avoided to prevent fire hazards. Compliance with fire rules and regulations must be observed.

For the duration of the present critical paper shortage, many problems will no doubt arise in connection with the salvage of paper in isolated areas. Likewise, because of the manpower shortage and expense of sorting, some waste paper dealers may decline accumulations of certain grades of paper. Unless (in the first case) the quantities are very small, or (in the second case) the paper refused is so contaminated as to render it useless for recovery, all instances of this kind should be referred to the appropriate regional office of the General Services Administration.

C. Salvage of surplus publications

Considerable progress has been made in the disposition of obsolete and infrequently called-for publications held by the Superintendent of Documents. Agencies should increase their assistance to the Superintendent of Documents in authorizing the disposition of obsolete publications and those publications which have little or no demand that are currently being held by the Government Printing Office.

*Not applicable*

Each agency should periodically review printed publications, posters, records files, documents, etc., on hand and promptly dispose of unnecessary items in accordance with existing laws and regulations. Agencies should issue adequate instructions and provide sufficient follow-up to assure themselves that everything possible to reduce the use of paper,

(No. A-43)

-12-

to eliminate excess copies, and to dispose of waste paper that comes under the category of salvageable waste paper is being done and that adequate recovery both in Washington and in the field is made from such salvage.

D. Regulations pertaining to the disposal of records as waste paper

Listed below are the most important laws and regulations, together with interpretations and explanations, relative to disposal of records, documents and waste paper.

1. It is provided in the Act of January 12, 1895 (44 USC 78) that: "All public documents accumulating in the several executive departments, bureaus, and offices not needed for official use shall be annually turned over to the Superintendent of Documents for distribution or sale."

2. The Joint Committee on Printing has defined "documents" as follows: "The term 'document' shall be construed as applying to forms and publications, such as pamphlets and books, and to such publications as are expressly designated to be documents, of which there is a free public distribution."

3. The Act of July 7, 1943 (44 USC 366) defines the word "records" and then further states that:

"Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word "records" as used in this Act."

4. The Federal Records Act of 1950 (41 USC 281 - 290) provides for the records management of Federal agencies and for archival administration. The National Archives Service of the General Services Administration has responsibility in the two above areas and attention is directed to this Service for advice and assistance on records and archival problems and their relation to disposal of documents.

(No. A-43)



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  

4 June 1951

SUBJECT: Hot Weather Suggestions

The following are suggestions for avoiding ill effects from unusually hot weather:

1. Clothing: White or light colored, light weight, porous loose fitting clothing is preferable. Starched clothing and certain of the synthetic materials restrict the absorption of moisture and its subsequent evaporation.
2. Food: Starches, sugars and fats should be consumed in smaller quantities particularly during the noon meal. Proteins (meat, eggs, fish, etc.) may be eaten freely.
3. Fluids: Water should be taken more freely than in cooler weather. (Most soft drinks are rich in sugar content.)
4. Salt: Sedentary workers should add  $\frac{1}{2}$  teaspoon of salt each day to food and drinks such as tomato juice in addition to that amount ordinarily consumed. Salt tablets (one tablet 1-3 times a day) are indicated only if perspiration is excessive. Salt tablets may produce nausea. NOTE: Persons with heart disease, kidney disease, hypertension, metabolic disease, and pregnant women should consult their private physician or the Medical Office before adding salt to their diets.
5. Work and Exercise: Work demanding the most physical or mental energy should be performed in the morning hours when possible. Regular exercise in the cooler hours of the early morning or late afternoon is beneficial to sedentary workers.
6. Caution: Persons with physical defects or chronic illnesses aggravated by excessive heat should consult their private physicians or the Medical Office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

25X1A

DISTRIBUTION NO. 4

THE WHITE HOUSE  
WASHINGTON

June 15, 1951

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Ceremonies have been planned to pay tribute to His Excellency Galo Plaza, President of Ecuador, who will arrive in Washington June twentieth for the purpose of making an official visit to the United States.

President Plaza will arrive at MATS Terminal, National Airport, at 3:00 p.m. on Wednesday, June twentieth, where there will be a brief ceremony. After crossing the Memorial Bridge and rounding the Lincoln Memorial, he will proceed along Twenty-third Street to Constitution Avenue (expected to arrive at Constitution Avenue at approximately 3:15 p.m.), east on Constitution Avenue to Twelfth Street, north on Twelfth Street to Pennsylvania Avenue, west on Pennsylvania Avenue to the District Building at Fourteenth Street and Pennsylvania Avenue, where he will be officially welcomed and presented with the key to the City of Washington. He will then continue along Pennsylvania Avenue to Fifteenth Street, north on Fifteenth Street to Pennsylvania Avenue, west on Pennsylvania Avenue to the Blair House.

It is desired that as many as possible of the Government employees extend their greetings to President Plaza. For the accomplishment of this purpose, President Truman has indicated that the Heads of the Departments and Agencies shall excuse from work those employees whose services can be spared, without charge to annual leave, for such time as is required to greet President Plaza on June twentieth. Those members of the National Guard and other groups participating along the route to be taken by the Presidential party will also be excused from duty without charge to annual leave at an hour early enough to permit them to arrive in uniform at their appointed stations.



DONALD S. DAWSON  
Administrative Assistant  
to the President

25X1A

NOTICE

29 May 1951

SUBJECT: Clearance of Speeches and Statements Relating to Foreign and Military Policy.

1. The following communication has been received from the White House:

"THE WHITE HOUSE

Washington

May 23, 1951

MEMORANDUM FOR:

The Secretary of State  
The Secretary of the Treasury  
The Secretary of Defense  
The Attorney General  
The Secretary of the Interior  
The Secretary of Agriculture  
The Secretary of Commerce  
The Secretary of Labor  
Chairman, National Security Resources Board  
Administrator, Economic Cooperation Administration  
Director, Central Intelligence Agency  
Director, Selective Service System  
Administrator, Civil Defense Administration  
Director, Office of Defense Mobilization.

By direction of the President, your attention is called to the Memorandum of the President, dated December 5, 1950, copies of which are attached. This memorandum governs the clearance of speeches and statements relating to foreign and military policy.

It is the President's desire that there be no deviation from these procedures. In most cases there has been adherence but the exceptions prompt this reminder that no change has been made in the President's policy.

The President requests that you again call this memorandum to the attention of all sub-cabinet officers and of other officials who make speeches and statements. For this purpose, a sufficient supply of copies is furnished herewith to make possible immediate compliance with his wish.

Officials of the Department of State and of the Department of Defense are cautioned that the procedures provided apply to them,

regardless of the fact that those two Departments are specified by the President as the clearance agencies.

/s/  
JOSEPH SHORT  
Secretary to the President"

2. There is attached a copy of the Memorandum of the President referred to in the first paragraph of the communication quoted above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

Attachment:  
Memorandum of the President  
dated December 5, 1950.

DISTRIBUTION NO. 1

December 5, 1950

MEMORANDUM FOR:

The Secretary of State  
The Secretary of the Treasury  
The Secretary of Defense  
The Attorney General  
The Postmaster General  
The Secretary of the Interior  
The Secretary of Agriculture  
The Secretary of Commerce  
The Secretary of Labor  
Chairman, National Security Resources Board  
Administrator, Economic Cooperation Administration  
Director, Central Intelligence Agency  
Administrator, Economic Stabilization Agency  
Director, Selective Service System

In the light of the present critical international situation, and until further written notice from me, I wish that each one of you would take immediate steps to reduce the number of public speeches pertaining to foreign or military policy made by officials of the departments and agencies of the Executive Branch. This applies to officials in the field as well as those in Washington.

No speech, press release, or other public statement concerning foreign policy should be released until it has received clearance from the Department of State.

No speech, press release, or other public statement concerning military policy should be released until it has received clearance from the Department of Defense.

In addition to the copies submitted to the Department of State or Defense for clearance, advance copies of speeches and press releases concerning foreign policy or military policy should be submitted to the White House for information.

The purpose of this memorandum is not to curtail the flow of information to the American people, but rather to insure that the information made public is accurate and fully in accord with the policies of the United States Government.

/s/ HARRY S. TRUMAN

Next 1 Page(s) In Document Exempt

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

## NOTICE

24 May 1951

25X1A

SUBJECT : Orientation and Indoctrination Course

REFERENCE: CIA Regulation [ ]

1. The Office of Training will conduct the third class of the CIA Orientation and Indoctrination Course in the auditorium of the Recreation and Service Building from 12 - 15 June 1951. The program will begin promptly at 0900 hours and continue through 1200 hours on each of these days. (Schedules for the third class will be distributed to those nominated to attend.)

2. In accordance with CIA Regulation [ ] the following policy governs attendance at the third class:

25X1A

a. Mandatory for all fully-cleared CIA employees grade GS-5 and above who have joined the Agency since the last course was offered (10 April 1951), and for those fully-cleared employees GS-5 and above who have entered on duty with the Agency since 1 October 1950 who were either excused from the previous classes or failed to complete the course. (OFC and CSO employees, grades GS-5 and GS-6, who have attended the TRD Staff Indoctrination Course are excepted. Persons in this category may attend if nominated by their Assistant Director.)

b. Office heads may nominate fully cleared employees in Grade GS-4 who have entered on duty since 1 October 1950, provided such employees are assigned to positions requiring general knowledge of Agency organization and operation.

c. Office heads may nominate personnel, grade GS-4 and above, employed prior to 1 October 1950. Selections from this category will be based on available facilities.

d. Requests for excusing personnel indicated in 2a above from attendance at the third class must be submitted by Office heads to the Director of Training with justification in each case.

e. Office heads will submit to the Director of Training (Room 224 Central Building, Ext. [ ]) prior to 1200 hours 5 June 1951, the number of employees to attend from each category 2a through 2e, above.

25X1

3. a. No arrangements can be made for those attending the course to park in the vicinity of the Recreation and Service Building.

-1-

CONFIDENTIAL

CONFIDENTIAL

b. Special Capital Transit chartered bus service will be provided for those persons whose offices are located in North, Central, South, Administration, "Q", "E", and adjacent buildings. Buses will leave from the "loop" at the north end of "M" Building at 0830 hours on the morning of the 12th, 13th, 14th and 15th of June and will make a return trip to this point each day at noon time.

c. In case of inclement weather only, buses will leave at 0830 hours from Gate 9 in the rear of "K" Building, to take persons located in "L" and "K" buildings to the auditorium. If the weather is still bad at the end of the morning, they will make a return trip to this point.

d. Employees attending the course whose offices are located in other buildings will use the regular shuttle service.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REID WOLF  
Deputy Director  
(Administration)

25X1A

DISTRIBUTION NO. 2

CONFIDENTIAL

--2--





*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)

DATE: 15 May 1951

FROM : Advisor for Management

SUBJECT: Annual Leave Notice

1. Attached is proposed CIA Notice No. , Annual Leave. 25X1A
2. This Notice reverses Agency policy in regard to annual leave accrued overseas. The Comptroller General has ruled that all unused leave accrued during calendar 1950 shall be forfeited provided the employee's duty station is in the United States on 30 June 1951, even though he may have been overseas during the time this leave was accrued.
3. Concurrences of the Comptroller, General Counsel and Personnel Director are attached.

JAMES D. ANDREWS

25X1A

MAY 18 1951

OCT 13 1950

25X1A

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
NO. 

5 October 1950

25X1A

SUBJECT: Annual Leave

RESCISSON: Notice No.  dated 24 May 1950.

OCT 20 1950

1. Section 1212, Public Law No. 759 - 81st Congress, approved on 6 September 1950, is quoted below:

"Sec. 1212. No part of the funds of, or available for expenditure by any corporation or agency included in this Act, including the government of the District of Columbia, shall be available to pay for annual leave accumulated by any civilian officer or employee during the calendar year 1950 and unused at the close of business on June 30, 1951: Provided, That this section shall not apply to officers and employees whose post of duty is outside the continental United States: And provided further, That this section shall not apply with respect to the payment of compensation for accumulated annual leave in the case of officers or employees who leave their civilian positions for the purpose of entering upon active military or naval service in the Armed Forces of the United States."

2. Each individual employee of Central Intelligence Agency whose post of duty is within the continental United States must use all of the leave accrued during the calendar year 1950 (26 days) prior to the close of business on 30 June 1951. However, any annual leave accumulated by an employee on 31 December 1950 in excess of the maximum limitation permitted under existing law will be forfeited on 1 January 1951. Any portion of leave accrued during the calendar year 1950 not used by the close of business on 30 June 1951 will be forfeited by the individual concerned.

3. Each individual employee of this Agency affected by the above will be provided an opportunity by his supervisor to take the full amount of leave accrued during the calendar year 1950 prior to 1 July 1951. Leave will be scheduled in such a manner as to permit the continued, efficient conduct of business by each Office and Staff Section of this Agency.

4. Unless otherwise determined by proper authority, leave accruing to individuals who have had posts of duty both within and outside the continental United States during the calendar year 1950 will be governed as indicated below:

-1-

OCT 10 1950  
  
25X1A

a. Leave accrued while the employee is on duty within the United States must be used prior to 1 July 1951 or forfeited.

b. Leave accrued while the employee is at a post of duty outside the continental United States may be accumulated up to the total amount of leave authorized to be accumulated, or it may be utilized at the option of the employee concerned.

5. An employee who enters into active service in the Armed Forces is entitled under existing law to receive a lump-sum payment for his accumulated and current accrued annual leave or to have such leave remain to his credit as he may elect. The amount of such payment or credit as the case may be is determined by the amount of annual leave to the employee's credit on the date he enters the Armed Forces. The effect of the second proviso of Section 1212, exempting such employees from the provisions of the said Section, is to permit full effect to be given the right of election and at the same time save the employee from losing annual leave which he was precluded from using prior to 1 July 1951 because of entry into the military service. Section 1212 would not be applicable to an employee who entered the service after 1 July 1951.

6. These instructions apply only to leave accrued during the calendar year 1950 and do not affect leave accrued prior to 1 January 1950 which may continue to be carried over or used at the option of the individual employee, provided that the maximum total under existing law is not exceeded. The provisions of Section 1212 are restrictive and do not enlarge an employee's rights otherwise established.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Acting Executive

25X1A

DISTRIBUTION: No. 5

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ORIG  
DRAFT FROM  
Office of DD/A

NOTICE  
NO.

9 May 1951

SUBJECT: Annual Leave

1. The provisions of Notice No.   dated 5 October 1950 continue in effect and are republished below: 25X1A

"Section 1212, Public Law No. 759 - 81st Congress, approved on 6 September 1950, is quoted below:

" 'Sec. 1212. No part of the funds of, or available for expenditure by any corporation or agency included in this Act, including the government of the District of Columbia, shall be available to pay for annual leave accumulated by any civilian officer or employee during the calendar year 1950 and unused at the close of business on June 30, 1951: Provided, That this section shall not apply to officers and employees whose post of duty is outside the continental United States: And provided further, That this section shall not apply with respect to the payment of compensation for accumulated annual leave in the case of officers or employees who leave their civilian positions for the purpose of entering upon active military or naval service in the Armed Forces of the United States.' "

"Each individual employee of Central Intelligence Agency whose post of duty is within the continental United States must use all of the leave accrued during the calendar year 1950 (26 days) prior to the close of business on 30 June 1951. Any portion of leave accrued during the calendar year 1950 not used by the close of business on 30 June 1951 will be forfeited by the individual concerned.

"Each individual employee of this Agency affected by the above will be provided an opportunity by his supervisor to take the full amount of leave accrued during the calendar year 1950 prior to 1 July 1951. Leave will be scheduled in such a manner as to permit the continued, efficient conduct of business by each Office and Staff Section of this Agency.

"Unless otherwise determined by proper authority, leave accruing to individuals who have had posts of duty both within and outside the continental United States during the calendar year 1950 will be governed as indicated below:

" 'a. Leave accrued while the employee is on duty within the United States must be used prior to 1 July 1951 or forfeited.

" 'b. Leave accrued while the employee is at a post of duty outside the continental United States may be accumulated up to the total amount of leave authorized to be accumulated, or it may be utilized at the option of the employee concerned.' "

"An employee who enters into active service in the Armed Forces is entitled under existing law to receive a lump-sum payment for his accumulated and current accrued annual leave or to have such leave remain to his credit as he may elect. The amount of such payment or credit as the case may be is determined by the amount of annual leave to the employee's credit on the date he enters the Armed Forces. The effect of the second proviso of Section 1212, exempting such employees from the provisions of the said Section, is to permit full effect to be given the right of election and at the same time save the employee from losing annual leave which he was precluded from using prior to 1 July 1951 because of entry into the military service. Section 1212 would not be applicable to an employee who entered the service after 1 July 1951.

"These instructions apply only to leave accrued during the calendar year 1950 and do not affect leave accrued prior to 1 January 1950 which may continue to be carried over or used at the option of the individual employee, provided that the maximum total under existing law is not exceeded. The provisions of Section 1212 are restrictive and do not enlarge an employee's rights otherwise established."

2. It is anticipated that a provision similar to Section 1212, Public Law No. 759 - 81st Congress, quoted in paragraph 1 above will be included in the Fiscal Year 1952 appropriations legislation enacted by the current Congress. Specific requirement is expected to be that all leave accrued during the calendar year 1951 must be used by the close of business on 30 June 1952 or forfeited.

3. The requirements of paragraph 1 above will apply with equal effect to annual leave accrued by employees of this Agency for the calendar year 1951; that is, each employee will be provided an opportunity by his supervisor to take the full amount of such leave prior to 1 July 1952.

4. Attention is also invited to paragraph C.(5), CIA Regulation No. ☐ which states Agency policy relative to annual leave.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

7 May 1951

Memorandum for: Deputy Director (Admin.)

From: Legislative Counsel

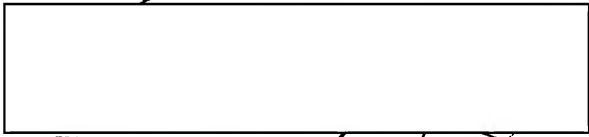
Subject: Annual Leave

1. The House has just adopted by an overwhelming majority an appropriation rider which provides that annual leave accumulated during calendar year 1951 must be used by 30 June 1952 or be forfeited. This is similar to the present rider which provides that all annual leave accumulated during calendar year 1950 must be utilized by 30 June 1951 or be forfeited. These riders do not apply to sick leave.

2. A bill is pending in the House to repeal the rider insofar as it affects the leave earned during calendar year 1950. However, in view of the overwhelming vote by which the rider was approved for calendar year 1951, on 4 May 1951, it is probable that the bill repealing the rider for calendar year 1950 will not be passed, and counsel of the House Post Office & Civil Service Committee has just informed me that it looks very doubtful that we can get relief at this time.

3. In view of this fact, you may wish to inform all Assistant Directors that they should give the greatest possible opportunity to their employees between now and 30 June to use the leave they earned during calendar year 1950, and that in planning leave schedules for fiscal year 1952 they should try to make it possible for their employees to utilize all leave earned during calendar year 1951 by 30 June 1952. These two riders do not affect annual leave up to a total of 60 days which was accumulated prior to 1 January 1950.

25X1A

  
Walter L. Pforzheimer

President over \$600,000,000 for his emergency fund.

Mr. TABER. Mr. Chairman, will the gentleman yield?

Mr. THOMAS. I yield.

Mr. TABER. Is it not a fact that there are \$50,000,000 in the budget for the emergency fund for the Armed Forces?

Mr. THOMAS. Yes, sir; and I presume by the question that the gentleman means the President would have control of that. That may be true, and it may not be true. But certainly the armed services have the function, which is peculiar to themselves, and the White House has a function. I do not think you gentlemen want to save the taxpayers' money any more than we do, or I do. But it seems to me as if this might be a dangerous spot to do it, because we could all be embarrassed by this action.

Mr. GATHINGS. Mr. Chairman, will the gentleman yield?

Mr. THOMAS. I yield.

Mr. GATHINGS. The gentleman did a splendid job. I read the hearings and the questions that you asked. You probed into this thing thoroughly, and I congratulate the gentleman. He brought out this fact, too, in his questioning: That there are two separate and distinct funds. There was \$190,000,000 provided in 1951 for the armed services, which is an emergency fund. Is that not correct?

Mr. THOMAS. That is right.

Mr. GATHINGS. This fund here, which is provided for 1951, was set up for these various purposes, like building the bomb shelter and the like.

Mr. THOMAS. That is right. We have received a budget here for national defense for how much? Sixty-one billion dollars. There will not be a handful of people in the House who are going to vote against that appropriation. Let us be honest with ourselves. We are not going to do that, are we? Here are \$12,500,000 as against \$61,000,000, 000 that the President is going to have to administer, and we are quibbling about it, are we not? Gentlemen, are we not being just a little bit small about it? Let us search our consciences and ask ourselves whether we are not being just a little bit small about the matter.

Mr. GROSS. Mr. Chairman, will the gentleman yield?

Mr. THOMAS. I yield.

Mr. GROSS. I do not think we are being small about it at all. Simply because we made a lot of multibillion dollar or multimillion dollar mistakes in the past does not entitle us to make them again.

Mr. THOMAS. I do not know whether we have made any mistake in this emergency fund. Can you point to anything immoral or dishonest or wrong in the use of it?

Mr. GROSS. It was a mistake to give any President \$600,000,000 at any time.

Mr. THOMAS. I am going to disagree with the gentleman on that. Had the President been a member of the gentleman's political party, as I have told my good friend, JOHN PHILLIPS, of California, than whom there is no finer gen-

tleman, I would still say the President needs that emergency fund. Why the Governor of California has an emergency fund even in peacetime.

The CHAIRMAN. The time of the gentleman from Texas has expired.

Mr. COTTON. Mr. Chairman, I move to strike out the last word.

Mr. Chairman, I merely wanted to suggest to my beloved chairman that the Republican members of this subcommittee stood unanimously with the majority in refusing to tamper with the President's appropriations for the conduct of his great office and of the White House. I am sure the chairman will remember that.

On the question of this emergency fund it was not a partisan matter on the part of the minority members of the subcommittee; it was not a matter of who was President. But \$25,000,000 was asked for. The majority of the committee wanted to give half of it, \$12,500,000. You know we are always in an emergency, next year it will be a little more and the year after that still more until finally Congress will be relinquishing the last power which Congress has, that of holding the purse strings and controlling appropriations. That is why we felt it was a matter of principle with no reference whatsoever to the present occupant of the White House. That is why we want to keep to the precedent of \$1,000,000 in that fund.

The CHAIRMAN. The question is on the substitute amendment offered by the gentleman from California to the amendment offered by the gentleman from Arkansas.

The question was taken; and on a division (demanded by Mr. PHILLIPS) there were—ayes 111, noes 87.

Mr. THOMAS. Mr. Chairman, I demand tellers.

Tellers were ordered; and the Chair appointed as tellers Mr. ANDREWS and Mr. PHILLIPS.

The Committee again divided; and the tellers reported that there were—ayes 124, noes 90.

So the amendment to the amendment was agreed to.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Arkansas [Mr. GATHINGS] as amended by the amendment offered by the gentleman from California [Mr. PHILLIPS].

The question was taken; and the Chair announced that the noes appeared to have it.

Mr. MARTIN of Massachusetts. Mr. Chairman, I demand tellers.

Tellers were ordered; and the Chairman appointed as tellers Mr. ANDREWS and Mr. PHILLIPS.

The Committee again divided; and the tellers reported that there were—ayes 127, noes 82.

So the amendment as amended was agreed to.

Mr. THOMAS. Mr. Chairman, allow me to make a brief statement. I had hoped we would be out of here fully an hour ago. We were advised that there were no further major amendments. The membership is entitled to talk, of course, and there has not been too much,

but there has been a little more than we anticipated. If there is to be any more, we might as well rise and finish the bill Tuesday.

Mr. MARTIN of Massachusetts. Mr. Chairman, will the gentleman yield?

Mr. THOMAS. I yield to the gentleman from Massachusetts.

Mr. MARTIN of Massachusetts. I was perfectly willing to have the Committee rise at 5 o'clock, but having run to this late hour and several Members having missed their planes and trains, I think we ought to finish the bill tonight.

The Clerk read as follows:

Public Housing Administration: Of the amounts available by or pursuant to law for the administrative expenses of the Public Housing Administration in carrying out duties imposed by or pursuant to law including funds appropriated by title I of this act, not to exceed \$12,780,000, shall be available for such expenses, including purchase of not to exceed 7 passenger motor vehicles, for replacement only; and expenses of attendance at meetings of organizations concerned with the work of the Administration: *Provided*, That necessary expenses of providing representatives of the Administration at the sites of non-Federal projects in connection with the construction of such non-Federal projects by public housing agencies with the aid of the Administration, shall be compensated by such agencies by the payment of fixed fees which in the aggregate in relation to the development costs of such projects will cover the costs of rendering such services, and expenditures by the Administration for such purpose shall be considered non-administrative expenses, and funds received from such payments may be used only for the payment of necessary expenses of providing representatives of the Administration at the sites of non-Federal projects or for administrative expenses of the Administration not in excess of the amount authorized by the Congress: *Provided further*, That all expenses of the Public Housing Administration not specifically limited in this act, in carrying out its duties imposed by or pursuant to law shall not exceed \$33,000,000: *Provided further*, That funds made available by the Act of June 29, 1938 (49 Stat. 2035) shall be available for necessary expenses, including administrative expenses, of the Public Housing Administration in carrying out the provisions of the act of May 19, 1949 (Public Law 65).

Mr. THOMAS. Mr. Chairman, I offer a committee amendment.

The Clerk read as follows:

Committee amendment offered by Mr. THOMAS: On page 57, line 19, strike out "\$12,780,000" and insert "\$8,240,000."

Mr. THOMAS. Mr. Chairman, this is merely a bookkeeping amendment that becomes necessary in view of the action taken by the House a while ago on the housing item.

The committee amendment was agreed to.

The Clerk read as follows:

#### TITLE VI—GENERAL PROVISIONS

SEC. 601. No part of the funds of, or available for expenditure by any corporation or agency included in this or any other act, including the government of the District of Columbia, shall be available to pay for annual leave accumulated by any civilian officer or employee during the calendar year 1951 and unused at the close of business on June 30, 1952: *Provided*, That this section shall not apply to officers and employees whose post of duty is outside the continental United States: *And provided further*, That this section shall not apply with respect to



on the Democratic side certainly know how to spend money.

Mr. EBERHARTER. I agree that we know how to spend it wisely.

[Mr. RANKIN addressed the Committee. His remarks will appear hereafter in the Appendix.]

(Mr. RANKIN asked and was given permission to revise and extend his remarks.)

The Clerk read as follows:

**TITLE III—EMERGENCY FUND FOR THE PRESIDENT**

**NATIONAL DEFENSE**

For expenses necessary to enable the President, through such officers or agencies of the Government as he may designate, and without regard to such provisions of law regarding the expenditure of Government funds or the compensation and employment of persons in the Government service as he may specify, to provide in his discretion for emergencies affecting the national interest, security, or defense which may arise at home or abroad during the current fiscal year, \$12,500,000: *Provided*, That no part of this appropriation shall be available for allocation to finance a function or project for which function or project a budget estimate of appropriation was transmitted pursuant to law during the Eighty-second Congress and such appropriation denied after consideration thereof by the Senate or House of Representatives or by the Committee on Appropriations of either body.

Mr. GATHINGS. Mr. Chairman, I offer an amendment.

The Clerk read as follows:

Amendment offered by Mr. GATHINGS: Page 51, line 22, strike out "\$12,500,000 and insert "\$5,000,000."

(Mr. GATHINGS asked and was given permission to revise and extend his remarks.)

Mr. GATHINGS. Mr. Chairman, I would not come in here at this late hour in the day and offer this amendment if I did not strongly feel that it was meritorious and worthy of your consideration and support.

Mr. PHILLIPS. Mr. Chairman, will the gentleman yield?

Mr. GATHINGS. I yield to the gentleman from California.

Mr. PHILLIPS. I have a substitute amendment at the desk, Mr. Chairman, and I want to offer it, although I want to do it whichever way the gentleman from Arkansas wishes.

Mr. GATHINGS. Will the gentleman permit me to conclude my remarks first?

Mr. PHILLIPS. Yes.

Mr. GATHINGS. This committee has done a marvelous job in cutting out many nonessential items and generally practiced economy on this appropriation. May I say to the Members that you are not cutting this item at all, you are raising it 25 percent, and there is no justification for it. As a matter of fact, there were two appropriations made covering fiscal 1951 for emergency funds for the President of the United States. One was for \$1,000,000, carried in the regular independent offices appropriation bill last year. The other was for \$10,000,000, and was brought in in the Supplemental Appropriations Act for 1951. It is that \$10,000,000 item that I attempt to cut here. The \$10,000,000 has been raised by the committee to \$12,500,000. It may

be necessary to have some funds available for that purpose, because some of it was used for defense; \$2,100,000 was used for the Civilian Defense Agency. It is necessary for the President of the United States to have some emergency funds. I do not want you to confuse this with the defense funds that are set up for use by the armed services. There is \$190,000,000 in the armed services defense emergency fund, which is an adequate sum available for any purpose directly affecting the war effort.

Here are the facts I should like to cite to you. Out of that \$10,000,000 appropriated for this purpose during the current year, \$3,238,000 was spent up to January 25, 1951, leaving \$6,762,000. My amendment would cut this item to \$5,000,000. My amendment provides more funds than is being used for this current fiscal year. Although I am not a penny pincher, I believe in economy. I have been voting for economy in the operation of this Government consistently. This is an item in which we can get a measure of economy by cutting down this fund, and it would not in any way cripple the effective operation of the executive branch of the Government. This Congress is open for business practically all year long and stands ready to provide funds in the regular manner for essential needs.

Mr. Chairman, I hope the amendment will be agreed to.

Mr. PHILLIPS. Mr. Chairman, I offer an amendment as a substitute for the amendment offered by the gentleman from Arkansas.

The Clerk read as follows:

Amendment offered by Mr. PHILLIPS as a substitute for the amendment offered by Mr. GATHINGS: On page 51, line 22, strike out "\$12,500,000: *Provided*," and insert "\$1,000,000: *Provided*, That any unexpended balance of this fund on June 30, 1951, may be carried forward and expended in fiscal 1952; and *Provided further*."

Mr. PHILLIPS. Mr. Chairman, the two amendments are not very far apart, and it could be that I may be giving a little more money than the gentleman from Arkansas, although I do not believe so. I think the amount is about the same. I am hoping that this is a little better way to give it, and if the House will hear me I will try to explain.

We have been giving the President \$1,000,000 in an emergency fund for a good many years. That was a fund for specific emergencies, for the ravages of floods and fires and insect scourges. Last year we transferred that fund to the control of the Housing Administrator. That disaster fund still exists, but elsewhere. The President under my amendment would still have \$1,000,000 to use as he sees fit. In addition, there is now an emergency fund in the hands of the military.

The President last year asked for \$10,000,000 in addition to that, and used it for matters which I think are questionable as emergencies. Our subcommittee has repeatedly challenged the definition of emergency in the use of this money. For example, what is there of an emergency nature in \$100,000 additional for export control, which should have come up to the proper appropriations sub-

committee? What is there of an emergency nature in \$813,000 for improving the bomb shelter at the White House or in \$68,000 for making a small bomb protection in some of its offices, when that should have come out of the \$5,400,000 which this Congress appropriated for White House repairs? Why was it necessary to finance several commissions out of that fund, when the requests could have come to Congress, the Congress being in session, and the money secured? And so on down.

On March 21 of this year there was remaining in the President's emergency fund, so-called, \$4,700,000. My amendment would make whatever is left of that fund still usable in the fiscal year 1952, which it would not be under the amendment offered by the gentleman from Arkansas. Thus we are putting into the President's hands \$1,000,000 for emergencies which, remember now, in the future will be in addition to the money he had in the past for locusts, grasshoppers, floods, fires, or that kind of emergency. I offer the amendment because I think this is a good way to handle it.

Mr. GATHINGS. Mr. Chairman, will the gentleman yield?

Mr. PHILLIPS. I yield to the distinguished Representative from Arkansas.

Mr. GATHINGS. As a matter of fact, we were in session practically 10 months last year.

Mr. PHILLIPS. We were in session almost all the time.

Mr. GATHINGS. And in 1949 we were in session for the whole year, with the exception of 75 days.

Mr. PHILLIPS. That is correct. We were in session when this money could have been requested of the Committee on Appropriations.

Mr. THOMAS. Mr. Chairman, I rise in opposition to the amendment.

Mr. Chairman, this is one item in the bill on which our subcommittee was not able to arrive at any common agreement. Therefore, the majority, in an effort to arrive at some agreement, just arbitrarily reduced the budget estimate of \$25,000,000 down to \$12,500,000. As I have said a hundred times in the subcommittee, in connection with an appropriation of this kind, it does not matter to me who is the President or what party he belongs to. The President of the United States has to have an emergency fund in order to efficiently carry out his duties. In days gone by, of course, we gave him a million dollars a year, which was in truth and in fact a civil fund. But this is a war fund. That is all it is for. The civil fund has been transferred over to the Office of the Housing and Home Finance Administrator to take care of floods, and things like that.

But this is for a different purpose. Think about it. The budget estimate was for \$25,000,000, and the committee—and in all fairness I will say the majority did it, and not the minority—reduced it to \$12,500,000. Who in this body is capable of saying what is going to happen 30 days from now, or 40 days from now, or 60 days from now, or 9 or 10 months from now, so far as this war is concerned? Do you know what we did in World War II? We gave the

the payment of compensation for accumulated annual leave in the case of officers or employees who leave their civilian positions for the purpose of entering upon active military or naval service in the Armed Forces of the United States.

Mr. MILLER of California. Mr. Chairman, I offer an amendment. The Clerk read as follows:

Amendment offered by Mr. MILLER of California: Beginning on page 61, line 17, strike out everything down to the period in line 5 on page 62, and renumber the sections.

(Mr. MILLER of California asked and was given permission to revise and extend his remarks.)

Mr. MILLER of California. Mr. Chairman, I have offered an amendment to strike out section 601 of the independent offices appropriation bill, because I believe it is inconsistent with the policies which are required to be followed due to the national emergency. This section provides that none of the funds of any department or agency of the Government shall be used to pay for annual leave which Federal employees accumulate during calendar year 1951 and is unused at the close of business on June 30, 1952. The provision is almost identical with a similar provision which was included in the General Appropriations Act for fiscal year 1951. This so-called leave rider has proved to be unworkable, discriminatory, and inconsistent with the action which was taken in connection with leave during the previous national emergency.

If it were possible to object to this section on the ground it is subject to a point of order, I would do so. However, since points of order cannot be raised to provisions included in this bill, I believe that the Members should support an amendment striking out this section. This section is legislation on an Appropriations Act. The subject matter contained therein is presently under consideration by the House Post Office and Civil Service Committee.

Congressman TOM MURRAY, the distinguished chairman of our committee, has appointed a subcommittee to consider H. R. 245, a bill introduced by me to repeal the leave rider on the General Appropriations Act for fiscal year 1951. The committee is engaged in active consideration of this matter, and it has received favorable reports from the Bureau of the Budget, Civil Service Commission, Department of National Defense, and Central Intelligence Agency.

It is ridiculous, in my judgment, to give consideration to a provision of this nature at this time when the House Post Office and Civil Service Committee has this matter under active study. I know of no agency of Government or employee or veterans' organization which does not oppose this section in the independent offices bill and has not opposed the same section in the General Appropriations Act for fiscal year 1951.

As a matter of fact, the enactment of such a rider would actually impede our national defense activities. The Bureau of the Budget has pointed out to our committee that some departments and agencies, particularly those whose functions are related to the national defense,

require their employees to work more than 40 hours per week. In addition, these departments and agencies have adopted the practice of restricting the leave privileges of their employees. On the other hand, other agencies of Government have allowed their employees to take leave as it is earned. For this reason the enactment of the leave rider last year discouraged the transfer of Federal employees from nondefense to defense activities. The discriminatory nature of this provision is obvious.

During World War II the opposite policy was adopted from that expressed in the leave rider. This policy was to allow Federal employees to accumulate 90 days' annual leave instead of the present restriction of 60 days' annual leave. This policy recognized the fact that Federal employees would not be able in many instances to use their leave as they earned it.

While it is true that annual leave is not designed as a measure of protection for those Federal employees who are separated from the Federal service, nevertheless, it is the only protection which is afforded them in the way of unemployment insurance at the present time. I cannot believe the Congress would agree to a provision such as this leave rider when the facts show clearly that its actual operation is a deterrent to our defense activities.

Under date of March 12, 1951, the Department of the Air Force representing the Secretary of Defense submitted a favorable report with respect to repealing this section of the General Appropriations Act, 1951. It stated:

Therefore, whether leave is granted in keeping with the provisions of this section, or denied in the interest of accomplishing the assigned mission, this section will apparently continue to prove detrimental to effective operation of the Department of Defense under emergency conditions.

This provision discriminates against the hard working, conscientious employee and favors the clock watcher, the type of employee who zealously guards all of his rights and prerogatives, the individual who insists on taking his current leave as it becomes due, whether or not it is to the best interest of the Government or the agency in which he is employed.

The good man, the conscientious man, will sacrifice his leave for the good of the service, and many of them are doing it.

Let us not penalize loyalty to the job; and that is just what you are doing.

I urge the Members to support my amendment to relieve this condition affecting Federal employees whose high morale is needed more at this time than at any other time in the history of our country.

May I say that in the reports on the bill to strike the present leave rider the Air Force, acting for the Defense Department, comes out very strenuously against the rider and therefore against this, as does the Central Intelligence Agency, whose report says in part:

A recent survey of the leave situation of CIA personnel has disclosed that a total of 167,088 hours or 20,886 days of leave earned in calendar year 1950 by our employees remained unused as of February, 1951. If

this leave must be taken prior to June 30, 1951, or be forfeited by the employees, it will place a severe burden on the agency at a time when the maximum production possible is required of each employee.

Under normal conditions, the present leave rider is a good thing, but in days of emergency it works to the detriment of the Government and to the detriment of its employees.

Mr. THOMAS. Mr. Chairman, I ask unanimous consent that all debate on this amendment and the entire section close in 8 minutes, to be divided equally between the gentleman from Minnesota [Mr. WIER] and the committee.

The CHAIRMAN. Is there objection to the request of the gentleman from Texas?

There was no objection.

The CHAIRMAN. The Chair recognizes the gentleman from Minnesota. [Mr. WIER].

Mr. WIER. Mr. Chairman, this is my first effort to take the floor on this piece of legislation. In all of this legislation I think this is a most unfair provision. In all of the appropriation bills for the agencies of government you have been putting very strict limitations upon the employment in those agencies. You have been cutting them down to what is termed the bone, which means that services will be expected to operate in many of these agencies with a lesser personnel. The net result will be that during this emergency and during this time of crisis that the government faces when help will be badly needed, and as has been mentioned heretofore, with some of these agencies 6 months behind in their work and with further limitations and restrictions on employment in many of these agencies of government that the Government will not be able to get the service from these agencies which it should get. Until this emergency is over, many of the employees of these Government agencies may be required to forsake the leave which it is recognized they are entitled to by law, because the head of the agency will find it impossible to let certain key employees go on their annual leave before 1952 by virtue of this law. I speak reservedly now. I think most of the Members of the House recognize that in the first five grades of governmental employment we face a situation which is not a very happy one, insofar as the wage returns to our Government employees is concerned. In this hour and in this time of restricting government expenditures as much as possible, we are going to say to these employees, "If you do not get your leave before 1952, whatever the emergency might be and whatever the need for your services might be, you are going to lose your annual leave. I think this question could better be resolved by the legislation which is now pending in the Committee on Post Office and Civil Service. I hope the amendment offered by the gentleman from California prevails.

I hope you do not take this advantage of employees who are willingly offering their services and who are willing to follow through orders to continue on the job and forego their annual leave until a later date, only to find perhaps that

the leave will be taken from them. I think it is a very unfair method of treating these employees who are being requested to forego their leave and then to find it taken away from them.

Mr. SHELLEY asked and was given permission to revise and extend his remarks.

Mr. SHELLEY. Mr. Chairman, section 601 of H. R. 3880 will require that all Federal employees who receive 26 days annual leave use this entire amount during fiscal 1952 or forfeit the unused portion. A similar provision appeared in the omnibus appropriation measure considered by this House last year.

Following its enactment, we have now had an opportunity to observe during the past year the effect of this provision on Federal employees and the results of the restriction on the operations of various Federal agencies.

All of us are aware of the tremendous speed-up in the activity of Federal Government agencies as a result of the present international situation. Difficulty in recruiting personnel combined with the rapidly increasing workload has required many supervisors to refuse their employees the 26 days annual leave permitted by law during fiscal 1951. The result is that many of these workers are approaching the end of the current fiscal year with the prospect of forfeiting at least several days of the 26 allowed. This is particularly true in those agencies most closely identified with the present vital defense effort. It should be emphasized that approximately 50 percent of all Federal employees are today contributing to the defense effort as employees of "defense" agencies and that their services are absolutely indispensable to the success of this effort. In some instances, the spirit of devotion exhibited by the employees has resulted in their failure to request the 26 days permitted in order to accomplish the work at hand. For this they are now and if section 601 is enacted, will continue to incur a penalty for such devotion to their jobs.

The inequity developing from this position is further emphasized by the fact that employees working in agencies whose normal workload continues as heretofore, can afford to have their workers take the full 26 days leave during the designated 12-month period. Agencies, on the other hand, which cannot afford such a policy because of their spiraling workload must penalize their faithful employees by requiring them to lose completely the unused portion of their annual leave.

There is currently pending before the Committee on Post Office and Civil Service of this body a bill to repeal section 1212 of Public Law 759, Eighty-first Congress, which section is identical with that under consideration today. It is certainly appropriate that the committee charged with the cognizance of compensation for Federal employees, including their annual and sick-leave benefits under the official rules of this House, should be given an opportunity to consider fully the legislation before it and to report thereon before this body takes final action on the proposal contained in section 601 of H. R. 3880.

Furthermore, the chairman of the House Committee on Post Office and Civil Service during the early days of this session appointed a special subcommittee on Federal civilian manpower and employee utilization. Included in the scope of the committee's work is a study of the necessity for revising current annual-leave laws of Federal employees. The work of this subcommittee is progressing. It would be highly inappropriate for this body to enact section 601 of the present bill without first having received the benefit of the considered judgment of the special subcommittee charged with this responsibility.

In this connection it is significant to note that a similar investigation is currently under way by the Post Office and Civil Service Committee of the Senate.

It is my considered opinion that favorable action on section 601 of H. R. 3880 should be deferred until the Committee on Post Office and Civil Service has had an opportunity to present a complete report.

Mr. THOMAS. Mr. Chairman, I move to strike out the last word.

Mr. TABER. Mr. Chairman, will the gentleman yield?

Mr. THOMAS. I yield.

Mr. TABER. Mr. Chairman, this is the way, is it not, that these people whose leave accrues at \$3,000 a year defer taking the leave until later on when they are earning more money and then maybe get paid for the leave at five or six thousand dollars a year?

Mr. THOMAS. The rule is that when the leave accrues they get the highest pay and it is possible that many of them accrued their leave when they were getting two or three thousand dollars a year, and then got paid for it at the rate of five or six thousand dollars a year. The gentleman is right.

Mr. Chairman, this is exactly the language, and not a comma, nor the crossing of a "t," nor the dotting of an "i" has been changed from the bill which we passed last year. It does not apply to anything except annual leave. It does not apply to sick leave. All it says is that the purpose of annual leave is to refresh the employee by giving him rest and a little respite from his duties so that when he takes that annual leave he will come back to the job refreshed and do a better job. This amendment merely says if you do not take your leave, you cannot get paid cash for it. The Bureau of the Budget last year said that this will result in the saving of \$95,000,000 a year as a minimum. It seems to me that this year it would amount to more than that, perhaps \$125,000,000. There is nothing wrong with this. It cures an abuse which has happened in some of the higher brackets. It does not take 5 minutes of their annual leave away from them, it does not take their 26 days' annual leave, nor their 15 days' sick leave, but it requires them to take it.

The provision says that if you do not take it you cannot get paid for it. As you know, a good many agencies now are paying overtime. It is not going to hurt anybody; some of them can double up and get some overtime while the remainder take their annual leave.

I now yield to the gentleman from California [Mr. MILLER].

Mr. MILLER of California. Does the gentleman believe that where in the interests of the Government it was necessary to keep these people working that you discriminate against them under the provisions of this bill? They then cannot be recompensed for the leave they lose, nor can they take it at any other time. That is the crux of the whole situation. You are against the good employee, but the fellow who wants to take his leave and insists on his right is the man who benefits under the gentleman's provision.

Mr. THOMAS. The law gives each Federal employee in the civil service 26 days annual leave, and you cannot take it away from him; under the law he is entitled to it. This provision does not take it away from him; it merely says he cannot get paid for it. A lot of people voluntarily accumulated leave during the war—60 and 90 days—and many of them with the idea that when they left the Government service they would get paid for that in cash and a promotion with it.

I hope the amendment is voted down. This is a good, sensible provision which has worked this year and it has not hurt anybody. The legislative committee has not done anything to try to undermine it in the slightest.

I ask that the amendment be voted down.

The CHAIRMAN. The question is on the amendment offered by the gentleman from California.

The amendment was rejected.

The Clerk read as follows:

SEC. 602. No part of any appropriation contained in this act, or of the funds available for expenditure by any corporation included in this act, shall be used to pay the salary or wages of any person who engages in a strike against the Government of the United States or who is a member of an organization of Government employees that asserts the right to strike against the Government of the United States, or who advocates, or is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence: *Provided*, That for the purposes hereof an affidavit shall be considered prima facie evidence that the person making the affidavit has not contrary to the provisions of this section engaged in a strike against the Government of the United States, is not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, or that such person does not advocate, and is not a member of an organization that advocates, the overthrow of the Government of the United States by force or violence: *Provided further*, That any person who engages in a strike against the Government of the United States or who is a member of an organization of Government employees that asserts the right to strike against the Government of the United States, or who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts employment the salary or wages for which are paid from any appropriation or fund contained in this act shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than 1 year, or both: *Provided further*, That the above penalty clause shall be in addition to, and not in substitution for, any other provisions of existing law.

30 April 1951

*File with  
The case in  
22-1 Sub. 6 (P)*  
*Time leave*

MEMORANDUM FOR: [redacted]

Subject: Annual Leave. [redacted]

25X1A

25X1A

1. I would appreciate your reactions on the following points applied to the over-all subject of annual leave:

a. Would it be helpful if a firm Agency policy were published to establish a minimum annual leave level for all employees? The purpose of this plan would be to assure that every employee of the Agency is by requirement granted a basic minimum of leave, which the supervisor would be required to grant the employee, or if necessary, force upon the employee.

b. Should the minimum leave be 10 work days; 15 work days; or 20 work days; or the total amount of 26 work days?

2. The system can be very easily administered by machine methods, which would notify the supervisors of the amount of leave taken and show balances, and report the names of those individuals who did or did not take leave.

25X1A

[redacted]

Advisor for Management

*Comments of all Admin. office heads  
collected & submitted.  
J.D. May 51*

RESTRICTED

Deputy Director (Administration)

30 April 1951

Advisor for Management

Forty-Four Hour Work Week and Vacation.

1. In accordance with your instructions of 17 April 1951, the Administrative Offices of the Agency were canvassed to obtain opinions relative to the 44-hour work week. The opinions of the Office Chiefs are given below:

25X1A

a. [ ] There should be a 44-hour work week. The extra four hours should be worked each Saturday morning from 8:30 AM until 12:30 PM. Each employee should be required to take two continuous weeks annual leave per year.

b. Colonel Edwards: There should be a 44-hour work week. Each office should be covered 48 hours per week. Each Office Chief should be allowed to determine within his office who should be required to work on Saturdays.

c. Dr. Tietjen: There should be a 44-hour work week authorized. It should not be mandatory that all employees work 44 hours per week. There should be no specific time set for working the authorized overtime. The Agency should have a general policy requiring all employees to take two continuous weeks of annual leave per year; however, occasional exceptions should be allowed.

d. Mr. Saunders: There should be only a 40-hour week. The Office Chiefs and the Assistant Directors should determine which activities are to work on Saturdays and should request overtime in advance. All employees should be required to take two continuous weeks of annual leave per year.

e. Mr. Van Esso: There should be a 44-hour work week. Each Assistant Director or Office Chief should be allowed to determine who in his office should work Saturdays. Every employee should take two continuous weeks of annual leave providing they can get away.

f. Colonel Baird: A 44-hour work week should be authorized; however, it should be the option of each Assistant Director or Office Chief to determine who should work the extra time. It should be mandatory that every employee take two continuous weeks of annual leave per year.

25X1A

g. [ ] There should be a 44-hour work week authorized. It should not be mandatory that every employee work 88 hours per pay period. The Assistant Directors and Office

Chiefs should determine who will work on Saturdays.

h. Mr. Houston: Preferred 44-hour work week to end at noon each Saturday and allow each office head to determine the Saturday morning coverage necessary.

i. The Advisor for Management recommends a 44-hour work week which will be five and a half days (12:30 Saturday) and allow each office chief to determine what personnel should be on duty each Saturday morning. I do not believe that advanced approval should be required by Budget, but I do believe each head of an office should establish a maximum extent the basic number of employees he will require every Saturday so that the Budget Office may properly plan monetary expenditures.

2. The Advisor for Management recommends an Agency-wide minimum leave policy be established and enforced. Enforcement can be achieved by tabulating machine checks by putting leave taken and leave balances into the machine cards.

3. It is the general consensus that:

a. Office Chiefs should be authorized to work any or all of their employees 88 hours per pay period, in order that their offices may be open for business 48 hours per week, in accordance with the Agency's policy, and so as to allow some flexibility in working hours for the purpose of completing special projects and eliminating back logs.

b. The Agency should not have a policy requiring all employees to work 88 hours per pay period, as only the Assistant Directors and Office Chiefs and their subordinates can determine what their overtime requirements are.

c. Insofar as vacation is concerned, each employee should be required to take a minimum of two continuous weeks of annual leave per year.

25X1A

*File*  
*notice no.*

SUBJECT: Annual Leave

1. Section 1212 of Public Law 759, 81st Congress, approved on 6 September 1950, is quoted below:

"No part of the funds of, or available for expenditure by any corporation or agency included in this Act, including the government of the District of Columbia, shall be available to pay for annual leave accumulated by any civilian officer or employee during the calendar year 1950 and unused at the close of business on June 30, 1951: Provided, That this section shall not apply to officers and employees whose post of duty is outside the continental United States: And provided further, That this section shall not apply with respect to the payment of compensation for accumulated annual leave in the case of officers or employees who leave their civilian positions for the purpose of entering upon active military or naval service in the Armed Forces of the United States."

2. Each employee whose post of duty is within the continental United States at the close of business on 30 June 1951 must use all annual leave accumulated during the calendar year 1950, prior to the close of business on 30 June 1951. If such leave is not taken, it must be forfeited.

\* See bottom of page for para. 3.

4. Section 1212 does not apply to any employee whose post of duty is outside the continental United States at the close of business on 30 June 1951. In other words, such employees will not be required to forfeit unused leave.

5. Section 1212 does not affect employees who enter upon active service in the Armed Forces before 1 July 1951. Such an employee is entitled to receive a lump-sum payment for his accumulated and current accrued annual leave, or to have such leave remain to his credit, whichever he may elect.

6. It is anticipated that a provision similar to Section 1212 will be enacted by the present Congress, providing that all leave accrued during the calendar year 1951 must be used prior to the close of business on 30 June 1952 or forfeited. Each employee will be provided an opportunity by his supervisor to take the full amount of such leave prior to 1 July 1952.

7. Attention is also invited to paragraph C(5), CIA Regulation  which states Agency policy relative to annual leave.

\*3. Each employee affected by the above will be provided an opportunity by his supervisor to take the full amount of leave accrued during the calendar year 1950 prior to 1 July 1951. Leave will be scheduled in such a manner as to permit the continued, efficient conduct of business by each office and staff section of the Agency.

25X1A

*General Counsel's proposed draft.*

National Headquarters

UNITED SPANISH WAR VETERANS

P. O. Box 1915  
40 G Street, N.E.  
Washington 13, D. C.

May 3, 1951

Hon. Harry S. Truman,  
The President of the United States,  
Washington, D. C.

Dear Mr. President:

In accordance with our usual custom, we respectfully request that the heads of the various executive departments and independent establishments be advised of the dates of the 53rd National Encampment of the United Spanish War Veterans, which are August 26 to 30 inclusive, 1951, to be held in Grand Rapids, Michigan, and that they be requested to grant the necessary leave of absence to members of our Organization and its affiliated organizations in their employ who wish to attend.

It is also requested that such leave be without prejudice to the records of such employees.

By direction of H. E. Williams, Commander  
in Chief,

Respectfully yours,

E. E. Carle,  
Adjutant General

The above copy of a letter which the President  
has just received is respectfully referred for consideration.

WILLIAM D. HASSETT  
Secretary to the President MAY 15 1951



25X1A

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

14 May 1951

SUBJECT: Leave of Absence

1. The following communication has been received from the White House:

" UNITED SPANISH WAR VETERANS

NATIONAL HEADQUARTERS  
P. O. BOX 1915  
40 G STREET, N. E.  
WASHINGTON 13, D. C.

May 3, 1951

Hon. Harry S. Truman,  
The President of the United States,  
Washington, D. C.

Dear Mr. President:

In accordance with our usual custom, we respectfully request that the heads of the various executive departments and independent establishments be advised of the dates of the 53rd National Encampment of the United Spanish War Veterans, which are August 26 to 30 inclusive, 1951, to be held in Grand Rapids, Michigan, and that they be requested to grant the necessary leave of absence to members of our Organization and its affiliated organizations in their employ who wish to attend.

It is also requested that such leave be without prejudice to the records of such employees.

By direction of H. E. Williams, Commander in Chief.

Respectfully yours,

E. E. Carle,  
Adjutant General

-----  
The above copy of a letter which the President has just received is

respectfully referred for consideration.

WILLIAM D. HASSETT  
Secretary to the President"

- - - - -

2. It is desired that those employees who are members of the United Spanish War Veterans and who request leave of absence to attend the National Encampment be granted such leave if their services can be spared without serious disruption of normal activities.

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION No. 2

25X1A

NOTICE,  


RESTRICTED

SUBJECT: Attendance by CIA Employees at Lectures of the Washington Area Service Schools

1. Effective Monday 28 May the Director of Training will administer the attendance of CIA personnel at lectures in the various Service Schools of the Washington Area. Current procedures permit limited numbers of CIA employees to attend lectures at the National War College, Industrial College of the Armed Forces and the Strategic Intelligence Schools listed below. Minimum qualifications of nominees are stated for each school.
2. Office Heads shall insure that their nominees for lecture attendance at the below-named schools meet these minimum qualifications:

Service School	Clear- ance <del>Through</del>	General <del>Service</del> Grade	Active-Duty Military Personnel
<u>National War College</u>	TOP SECRET	GS-13	Lt. Colonel - Commander
<u>Industrial College of Armed Forces</u>	TOP SECRET	GS-13	Lt. Colonel - Commander
<u>Strategic Intelli- gence School</u>	TOP SECRET	GS-7	Captain (USA, USAF) - Lieut. (USN)

3. (The basic clearances already established with Service Schools for lecture attendance of CIA employees remain in effect.) To actually have an employee so cleared attend a lecture, his Office must carry out the procedure described in paragraph 5 of this directive.

4. To establish basic clearances with appropriate schools for employees not already so cleared, the employee's Office shall submit memorandum request to Director of Training, including employee's type of Agency clearance and GS grade or military rank, as appropriate.

RESTRICTED

RESTRICTED

25X1A

5. ~~Offices with~~ <sup>report to</sup> nominees for lecture attendance shall ~~be~~ <sup>should be</sup> notify the Office of the Director of Training (Extension , not later than 11:30 A.M. of the day preceding each lecture, of the names of such persons desir- including ing to attend. With submission of names an oral statement is requested that the nominees are qualified as required by this directive. under

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

WALTER REID WOLF  
Deputy Director  
(Administration)

RESTRICTED

- 2 -

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE NO. [REDACTED]

9 May 1951

SUBJECT : Fair Employment Procedure

25X1A

REFERENCE: CIA Regulation [REDACTED] 1 April 1951

1. Instructions for carrying out the Fair Employment Program under Executive Order 9980 require that procedures adopted by each department for handling complaints and appeals be brought to the attention of all employees.

2. Office heads will ensure that:

(a) All employees under their jurisdiction have read and understand the provisions of CIA Regulation No. [REDACTED] Fair Employment Procedure.

25X1A

(b) New employees are required to read this Regulation in its entirety when assigned to their activities.

25X1A

3. Although it is not intended that each employee be provided with a copy of Regulation [REDACTED], extra copies required for briefing new employees may be obtained by calling the Office of the Advisor for Management, Extension [REDACTED]

25X1

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 4

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

19 April 1951

NO

SUBJECT: Attendance at Ceremonies in Honor of General MacArthur

1. All employees whose services can be spared without unduly impairing the operations of the Office concerned may be excused, without charge to annual leave, from 1200 hours to 1600 hours on 19 April 1951 to attend the ceremonies in honor of General MacArthur.

2. Employees not returning to duty at 1600 hours will be charged with annual leave for one hour.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

DESTRUCTION NO: 4

Next 7 Page(s) In Document Exempt

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
NO.

18 April 1951

25X1A

SUBJECT: CIA Patent Board

RESCISSION: Notice  dated 20 February 1951.

1. The following are named members of the CIA Patent Board:

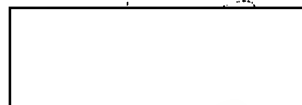
25X1A



- Chairman
- Member
- Member
- Member
- Advisory Non-voting Member

2. Individuals employed by this Agency who have made inventions on or after 23 January 1950 and who may make inventions hereafter while employees of this Agency, should submit all pertinent facts to the Chairman of the CIA Patent Board. The Board is charged with responsibility for clarifying the respective rights of the individual concerned and the Government. In so doing the Board will be governed largely by Executive Order 10096, which establishes Federal policy and procedures concerning inventions made by Federal employees, and by Agency security policies.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION: No. 2.

RESTRICTED





DRAFT/Admin. Services  
26 March 1951

*Cut Stencil  
6 Apr 51*

25X1A

Notice

Subject: VEHICLE PARKING INFORMATION

1. A census is being taken by the Administrative Services Office of CIA employees who use automotive vehicle transportation to and from their place of employment.

2. This census is primarily for the purpose of determining CIA parking requirements.

3. All employees who drive their vehicles to and from work are requested to fill in the form on the lower half of this notice, then detach and forward to the Chief, Administrative Services, Room 201, North Building, by 16 Apr 51.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

MURRAY MCCONNELL  
Deputy Director  
(Administration)

ILLEGIB

Distribution: No. 4

NAME \_\_\_\_\_  
OFFICE \_\_\_\_\_  
LOCATION \_\_\_\_\_  
YEAR AND MAKE OF VEHICLE \_\_\_\_\_  
PLACE OF REGISTRATION \_\_\_\_\_  
LICENSE PLATE NUMBER \_\_\_\_\_

MAR 28 1951

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

NO.

4 April 1951

SUBJECT: Staff Studies

1. Problems will be submitted to the Director and his Deputies in conformity with the principle of completed staff work. This principle assumes that the problem and its proposed solution will be sufficiently complete to permit approval or disapproval on the basis of the information contained in the staff study.

2. A staff study is a mechanism for transmitting completed staff work from the originator to the approving officer. Its format should follow that indicated on the attached sheet and its length be limited to one page. Tabbed and indexed supporting papers are attached when applicable. The staff study, as well as all supporting papers, should be brief, clear and devoid of matters not central to the basic problem.

3. Written matter for action and/or signature by or for information of the Director and his Deputies will be submitted in staff study form, except where presentation in memorandum form can be accomplished on one page.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

Attachment: Staff Study Format  
DISTRIBUTION: No. 2

RESTRICTED

TO:

DATE:

FROM:

SUBJECT: Staff Study Concerning \_\_\_\_\_.

I. The Problem

(Brief Statement of the issue to be resolved.)

II. Discussion

(All facts central to the issue, presented  
briefly and keyed to supporting attachments.)

III. Recommendations

\_\_\_\_\_  
Assistant Director or Office Chief

Concurrences:

_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date

Approved: \_\_\_\_\_  
Director or Deputy Director

Attachments:

25X1A

Approved For Release 2003/03/10 : CIA-RDP81-00728R000100110006-6

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

25X1A

SUBJECT: Briefs

1. Written matter for action and/or signature by or for information of the Director and his Deputies will be briefed on a single page, except in those instances where the entire subject is covered in a single page. The attached form of presentation will be used in each case, and personally signed by the originating office head.

2. Briefs will be clear and specific. Statement of coordination will indicate either complete concurrence of each Agency official (by title) who has an interest in the matter, or of non-concurrence, if any, in which case the signed non-concurring statements, with reasons, will be attached.

✓~~3~~. Tabbed and indexed supporting documents may be attached if appropriate. Such documents, if prepared in CIA, should also be brief, clear and specific.

4. The principles of brevity, clarity and specifics stated above will also be observed in official conversations.

WALTER B. SMITH  
Director

DISTRIBUTION: No. 2

Enclosure: Sample copy Form No.  
30-22

RESTRICTED

R E

15 March 1951

MEMORANDUM FOR: Mr. Lyman B. Kirkpatrick  
Executive Assistant to the Director

SUBJECT : Briefs

1. The Deputy Director (Administration) feels that the matter of brief written and verbal presentations can best be handled by instructions to the Assistant Directors at the next Assistant Directors' Meeting and that no memorandum should be published on this subject.

2. Will you request either the Deputy Director or Director to consider this matter in determining subjects to be brought up at the next Assistant Directors' Meeting? We will cover the Administrative Offices at a conference to be held on Friday, 16 March.

25X1A

Assistant Deputy Director  
Administration

MAR 20 1951

TO:		DATE:
SUBJECT:		
STATEMENT OF PROBLEM		
DISCUSSION		
RECOMMENDATIONS		
COORDINATION (including Other Agency interest)		(Signature) Initiating Official
ATTACHMENTS:		
		(Action) DCI-Deputy-Approving Official

FORM NO.  
MAR 1951 30-22

CLASS:





NOTICE  
NO.

SUBJECT: Requisitions for Purchase Action by Procurement  
Office Involving Funds Expiring 30 June 1951.

1. To provide for the orderly completion of purchase action on requisitions covering articles of equipment or supply chargeable to funds expiring 30 June 1951 the following is required.

a. Procurement Items: Requisitions covering articles of equipment or supply (other than items available from warehouse stock) chargeable to funds expiring 30 June 1951 <sup>may</sup> shall be forwarded in time to reach the Procurement Office prior to 1 June 1951 so that sufficient time will be allowed to permit orderly completion of purchase action. Although every effort will be made to process emergency requisitions received after 1 June 1951, no responsibility can be assumed for their completion prior to the end of the fiscal year.

*15 May 51 J. Goss*

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)  
THRU : Advisor for Management  
FROM : Director of Training

DATE: 30 March 1951

SUBJECT: Proposed CIA Notice Announcing Second Class of the  
Orientation and Indoctrination Course

1. It is recommended that the information in the attached  
draft be issued as a CIA Notice.



25X1

MATTHEW BAIRD

Attachment:

Draft of Proposed CIA Notice,  
subject: CIA Orientation and  
Indoctrination Course

Next 4 Page(s) In Document Exempt

RESTRICTED

25X1A

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

25X1A

SECRET  
[Redacted]

SUBJECT: Russian Language Training

22 Mar 1951

1. Announcement is made of the initiation of a new elementary course of instruction in the Russian language, to supplement existing classes already being taught under the Russian Language Training Program.

2. This course will provide a general introduction to the Russian language, covering all the essential rules of grammar and grammatical tables necessary to give students a practical knowledge of the language. It is *primary* designed for CIA employees who have had no previous training in the Russian language but would benefit from knowledge of this language in the performance of their assigned duties.

3. Classes will be held in Room 513A, [Redacted] from 8:30 to 10 A.M. on Tuesdays and Thursdays, the first class scheduled to meet on 3 April 1951. It is expected that students will make their own arrangements in proceeding to the class meeting place; however, established shuttle bus service will provide return transportation to main CIA areas.

25X1A

4. Since it is estimated that a greater number of CIA employees will apply for this training than can be accommodated at this time, quotas will be established for the various offices nominating candidates. It is requested that lists of candidates with names arranged in order of priority as to need for Russian language training be forwarded to the Chief, Personnel Division, not later than ~~30~~<sub>29</sub> March 1951.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Approved MB

MURRAY McCONNEL  
Deputy Director  
(Administration)

DISTRIBUTION: No. 3 2

+16

RESTRICTED

Approved For Release 2003/03/10 : CIA-RDP81-00728R000100110006-6

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Personnel Division

FROM : Chief, Testing and Training Division

SUBJECT: Starting of new class in Russian language Training

DATE: 19 March 1951

25X1A

25X1A

1. Reference the enclosed announcement of the starting of a new basic Russian language class, request that necessary action be taken to have this statement issued as a CIA Notice.

2. In explanation of the above request, it is felt that the Russian language Training Program is now in a sufficiently healthy state as to warrant the inauguration of an additional elementary class.

Encl. - CIA Notice

25X1A

CENTRAL INTELLIGENCE AGENCY  
Washington D. C.

25X1A

NOTICE

16 March 1951

SUBJECT: Leave on Good Friday

The Director desires that all employees who wish to attend religious services on Good Friday, 23 March 1951, be permitted to do so, to the extent commensurate with meeting essential operational requirements. Supervisors will arrange work schedules to permit the maximum number of employees to be absent. Absence during working hours for this purpose will be charged to annual leave.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

MURRAY MCCONNEL  
Deputy Director  
(Administration)

Distribution: No. 5

MAR 18 1951

THE WHITE HOUSE  
Mar 12 3 WASHINGTON

March 12, 1951

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

A Committee serving under the Chairmanship of Dr. J. Warren Hastings is working to secure voluntary cooperation of employers by permitting employees to participate in observance of the three hours from twelve noon to three o'clock on Good Friday.

It is suggested that government departments and agencies cooperate with this effort over the Nation by permitting employees in both the departmental and field service to be absent on annual leave so far as practicable in all cases where the employees desire to attend religious services.



DONALD S. DAWSON  
Administrative Assistant  
to the President

Mar 14, 51  
FEB 28 1951



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
[ ]

27 February 1951

SUBJECT: Transfer of Graphics Section

1. The Graphics Section, formerly attached to the Administrative Services Office, is now a part of the Cartography Branch, Geographic Division, Office of Research and Reports.

2. Requests for the preparation of graphic materials should be directed to the Chief, Cartography Branch, Extension [ ] Building No. 11.

25X1

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY McCONNEL  
Deputy Director  
(Administration)

DISTRIBUTION: No. 2

CONFIDENTIAL

MAR 1 1951

RESTRICTED

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 23 February 1951

FROM : Comptroller

SUBJECT: Proposed CIA Notice

25X1A

1. Transmitted herewith for necessary processing and issuance is a draft of a proposed CIA Notice on the subject of "Administration of Overtime". This release has been prepared in the form of a Notice on the recommendation of Mr. [redacted] of your office.

2. The content of the Notice has been discussed with and concurrence received from the following Offices:

STATSPEC

[redacted]

Collection and Dissemination  
Fiscal Division  
Finance Division  
Budget Division

3. It will be appreciated if issuance of this Notice can be expedited in order that there may be uniformity of understanding and administration of the overtime subject pursuant to the issuance of Administrative Instruction [redacted]

25X1

[redacted]

25X1A

E. R. SAUNDERS

Attachment

RESTRICTED

FEB 28 1951  
FEB 23 1951


CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

27  
23 February 1951

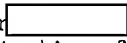
25X1A



SUBJECT: Administration of Overtime


REFERENCE: Administrative Instruction  dated 2 February 1951

25X1A

1. Pending the publication of Agency Regulation  the following procedures are established for the administration of overtime:

25X1A

a. The payroll office will honor up to eight hours overtime reported for Saturdays, and eight hours on Sundays and holidays, provided the latter is identified as "Staff Duty" on the Time and Attendance Report, without approval on Form 32-3.

b. Advance approval is mandatory for all overtime worked during the pay period which is not within the purview of Administrative Instruction  This includes work in excess of eight hours per day, Monday through Saturday, and all holiday and Sunday work which is not "Staff Duty". Requests for approval of this category of overtime will continue to be submitted on Form 32-3 covering the estimated total hours anticipated during a pay-period interval, or upon individual requests where necessary. Detailed justification must be supplied but the listing of individual names and grades on Form 32-3 are not required.

25X1A

2. Agency officials are reminded that overtime must be kept to a minimum consistent with Agency policy.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY McCONNEL  
Deputy Director  
(Administration)

DISTRIBUTION:

2

RESTRICTED

[redacted]  
Study was made re Mailing of Checks to Banks (through properly executed Power of Attorney).

25X1A

[redacted] dated 19 February 1951, above subject, was sent to all employees of CIA with questionnaire to be completed and forwarded to the Management Analysis Office.

Results were:

Employees preferring to have salary checks delivered as heretofore:

[redacted]

Employees preferring to have salary checks mailed directly to banks through Power of Attorney system:

[redacted]

Recommendations on Questionnaires:

1. A CIA check-cashing service be inaugurated, possibly through the Credit Union.
2. Pay change data slip continue to be delivered to employee, and when there are no pay changes, a slip showing deductions and net pay.
3. One employee suggested that every other check be delivered directly to the bank through Power of Attorney system. *no*

Study completed, no action.

*[Signature]*



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant to the Executive

DATE: 29 November 1950

FROM : Comptroller

SUBJECT: Disposition of Salary Payments through Power of Attorney Agreements

1. Your memorandum of 28 November 1950 relative to the above subject together with [redacted] memorandum of 9 November 1950 and the proposed Notice has been forwarded to the Chief, Fiscal Division for comment and recommendation.

2. As soon as a reply is received, we will arrange a meeting of those interested in order to arrive at a definite conclusion.

[redacted]

25X1A

E. R. SAUNDERS

*Memo for Record -**Discussed by [redacted] 8*

25X1A

*Fiscal - he is to work out details etc and will report back to us*

25X1A

[redacted]

*Must check point -**check by 15 Jan -**JS*

16 JAN 1951

*Machine procedure being installed**Est. time 15 MAR. 1951.**(End)*

NOV 29 1950

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Comptroller

DATE: NOV 28 1950

FROM : Adviser for Management

SUBJECT: Disposition of Salary Payments through Power of Attorney Agreements.

1. The attached paper while at this moment is still a proper function of the Chief, Administrative Staff, it is obvious by now that this study should properly be referred to you for initial submission. As you know, this subject has been discussed several times in the past. For your information, however, we have spot-checked practically every office in CIA asking all levels of employees without any explanation or discussion as to whether they would prefer having their salary checks mailed direct to a bank or banking institution and our survey revealed that approximately 85 per cent would be interested, but like all polls, this should not be accepted as an accurate estimate.

2. More detailed surveys, however, indicate that large numbers of CIA employees take time off during the work day to deposit their checks in the various banks. This system would not alleviate this condition 100 per cent as there would always be a portion of the over-all who would still have to go to the bank purely to have their checks cashed. However, it is estimated that several thousand man-hours could be saved every payday, if the attached system is implemented.

3. We would be happy to discuss this situation with you at your convenience.

25X1A



Attach.

RECORDED  
NOV 28 8 13 AM '50

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 9 November 1950

FROM : Chief, Administrative Staff

SUBJECT: Draft of Notice Regarding Salary Payments Under  
Power of Attorney Agreements

1. Transmitted herewith for your consideration is a proposed Notice which permits the general disposition of salary payments through use of the power of attorney system.

2. At the present time, payments under Powers of Attorney are restricted to those instances where employees are in a travel status or on extended leave. Requests for agency-wide application of the system have been made from time to time, but it was not adopted because of problems then apparent. It is now felt that the system can be activated but it will require an increase of two payroll clerks in the T/O of the Payroll Branch, Fiscal Division. This increase is based on an estimated average of one clerk to each 750 employees receiving Power of Attorney service, the expectation being that approximately 1500 will desire the service. The system should not be established until the positions are provided for and the incumbents have reported to duty in the Payroll Branch.

25X1A

3. This matter has been informally coordinated with I&SS (Robert [redacted] and the opinion expressed is reflected in the proposed Notice. To elaborate, it is not deemed advisable that the Agency correspond with financial institutions regarding salary payments under the power of attorney system for to do so would identify numerous individuals with the Agency. Accordingly, the proposed Notice requires the employee to transmit his Power of Attorney Agreement to the financial institution of his choice. The Fiscal Division will be notified of the action taken on receipt of the copy of the Agreement and will mail the employee's checks to the institution in Treasury Department envelopes, no identification with the Agency being made. The Power of Attorney Form does not require the naming of the Government establishment having jurisdiction over the employee executing the Form.

4. Should further information be desired, please advise.

25X1A



NOV 10 1950



CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D. C.

NOTICE  
NO:

November 1950

SUBJECT: Salary Payments Under Power of  
Attorney Agreements

1. Employees desiring the mailing of their salary checks to banks or other financial institutions may execute Treasury Department Form 6569 (Power of Attorney by Individual for the Collection of Checks Drawn on the Treasurer of the United States) in duplicate, mailing the original to the applicable financial institution and forwarding the copy to the Fiscal Division, Administrative Staff.

2. Requests for the mailing of salary checks under the power of attorney system must be submitted to the Fiscal Division at least two weeks prior to the desired effective date to permit proper action to be taken.

3. Because payments under this system require special handling, Powers of Attorney should be executed only in those cases where the service will remain in effect for a minimum period of six months. This requirement will not preclude a check being delivered to an employee due to emergent conditions upon receipt by the Fiscal Division of sufficient notification.

4. In reaching a decision as to the desirability of receiving payments under this procedure, the employee should bear in mind that the Agency has no control over postal authorities and financial institutions and delays encountered in those activities should be given consideration to avoid an overdrawn account. Financial institutions normally issue receipts to depositors promptly upon receipt of checks and this constitutes notification that withdrawals may be made from the amounts deposited. The Fiscal Division should not be contacted regarding the deposit of a check without first contacting the financial institution holding the Power of Attorney.

5. Supplies of Form 6569, and information as to completion thereof, may be secured from the Payroll Branch, Fiscal Division. Administrative Officers or designated Time and Attendance Clerks should determine the needs of the employees they are servicing before requesting the Forms.

Executive

Distribution: 5

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

20 February 1951

SUBJECT: Inventions by Employees of CIA

1. Individuals employed by this Agency who have made inventions on or after 23 January 1950 and who may make inventions hereafter while employees of this Agency, should consult the General Counsel's Office in order to clarify the respective rights of the individual and the Government.

2. Executive Order 10096 establishes a basic Government policy for inventions made by Government employees and prescribes procedures for de-termination of ownership. In addition to the provisions of this Order, Agency security policies must be considered. The General Counsel's Office will provide advice and guidance.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY McCONNEL  
Deputy Director  
(Administration)

DISTRIBUTION: No. 3

RESTRICTED

FEB 21 1951

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

19 February 1951

25X1A

SUBJECT: **Inventions** by Employees of CIA

1. The President has established a basic policy with respect to inventions made by Government employees. Executive Order 10096 describes this policy, creates the Government Patents Board to administer it, and requires agencies and departments of the Government to follow certain procedures.

2. The Order was designed to encourage invention by employees of the Government, and it establishes presumptions and evidence to be followed in determining ownership. It should be examined by all employees who have made inventions on or after 23 January 1950, and they should immediately consult the General Counsel's Office in order to clarify the respective rights of the individual and the Government.

3. It should be recognized, of course, that certain intervening security considerations peculiar to this Agency may require departures from the normal practice.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY McCONNEL  
Deputy Director  
(Administration)

DISTRIBUTION: No. 3

RESTRICTED

RESTRICTED

7 February 1951

MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)

SUBJECT: Invention by Employees of CIA

25X1A

1. [ ] was designated representative to the Inter-Agency Patents Board. Since Executive Order 10096 requires issuance of instructions, he suggests the attached as an interim provision, similar to the military agencies, until the Board makes its final findings.

2. I recommend issuance.

25X1A

[ ]  
LAWRENCE R. HOUSTON  
General Counsel

Attachment:

Draft Admin Instruction  
dtd 1-25-51, same subject

RESTRICTED

FEB 9 1951

Next 1 Page(s) In Document Exempt

*Office Memorandum* • UNITED STATES GOVERNMENT

25X1A

TO : Advisor for Management  
Attn: [redacted]  
FROM : Chief, Administrative Services Office  
SUBJECT: Motor Vehicle Transportation

DATE: 26 January 1951

25X1A

1. I have given consideration to your redraft of the proposed notice to be distributed agencywide relative to the above subject. There is no question but that your draft is more concise, however, in view of the fact that (a) almost every part of the agency is suffering from lack of transportation; (b) we are unable to procure more vehicles; (c) we are asking the agency personnel to do something which, while for the common good, may be considered somewhat an additional hardship, it seems to me that a request rather than an order should be issued.

2. Accordingly, I attach hereto my suggestion which you will notice is a compromise between the original proposed notice and your suggestion of 24 January 1951.

25X1A

W. L. PEEL

Att.

JAN 27 1951

25X1A

1. As you are aware, the motor vehicle transportation problem in the agency has become acute due to the increase in the agency's personnel and activities.

2. We plan to install, in the near future, two-way radio equipment which should alleviate the situation. However, everyone may immediately benefit somewhat if the following suggestions are conscientiously carried out:

- A. Officials and offices having assigned cars and chauffeurs make them available for general use within their own activity. It is recommended that an employee in each activity be made responsible for dispatching assigned vehicles for this purpose.
- B. A minimum of thirty (30) minutes advance notice be given the CIA dispatcher for motor pool transportation. Of course, in cases of emergency, less notice will be accepted but these should be kept to a minimum.
- C. All employees cooperate in group riding to and from destinations. The CIA dispatcher is authorized to determine the routing of vehicles for the purpose of group riding and dropping off and picking up of passengers to and from destinations. It may be necessary, in order to arrive at destinations on time, that departure be a few minutes earlier than might be done otherwise.
- D. Except in cases of extreme emergency, pool service should not be requested between buildings served by shuttle service.
- E. Pool cars should not be kept waiting for periods in excess of fifteen (15) minutes unless prior arrangements have been made with the dispatcher and then not to exceed thirty (30) minutes.

MURRAY McCONNEL  
Deputy Director  
(Administration)

DISTRIBUTION:

RESTRICTEDCENTRAL INTELLIGENCE AGENCY  
Washington, D. C.  
6 Feb. 1951NOTICE  

25X1A

SUBJECT: Motor Vehicle Transportation.

1. In the near future, two-way radio equipment will be installed in CIA motor pool automobiles in an effort to alleviate to the extent possible the currently acute motor vehicle transportation problem.

2. It will not be possible for at least several months to increase the number of cars available for motor pool transportation purposes. In fact, the number of cars now available for this purpose may have to be further curtailed.

3. The following suggestions are made to assist in further relieving the motor vehicle transportation problem:

a. Officials and Offices having assigned cars and chauffeurs should make them available for general use within their Offices to the fullest practicable extent.

b. Except in cases of emergency, a minimum of thirty minutes advance notice of need for motor pool transportation should be given to the dispatcher.

c. The CIA dispatcher is authorized to route vehicles for the purpose of group riding, picking up and dropping passengers between furthest trip destination points. The cooperation of employees in using group service should be encouraged.

d. Except in cases of emergency, pool service should not be requested between buildings served by shuttle service.

e. Pool cars should not be kept waiting for periods in excess of fifteen (15) minutes unless prior arrangements have been made with the dispatcher and, then, not to exceed thirty (30) minutes.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY McCONNEL  
Deputy Director  
(Administration)

DISTRIBUTION: No. 3

RESTRICTED

FEB 6 1951



25X1A



SUBJECT: Voluntary Contributions

1. At the present time, various national and local organizations are making direct appeals to the people throughout the Government for financial support in carrying out their programs of safeguarding and improving the lives of thousands of men, women, and children in this and other communities throughout the nation.

2. Past experience has shown that these services have been most effective in providing social and recreational services, insurance against privation and juvenile delinquency, as well as sickness and accident prevention.

3. In order that you will have sufficient information concerning the objectives of these organizations, and the types of service rendered the community, the following information is provided:

a. The Metropolitan Police Boys Club is a community organization which conducts a membership drive yearly to finance seven boys' clubs and summer camps for less fortunate youngsters of Washington. The money obtained from these campaigns makes it possible for more than 17,000 boys to participate in clean recreational activities and to become strong American citizens. To finance this worthy cause, the campaign committee has set for its 1951 goal, a total of 150,000 memberships. Various types of memberships are available to the public with dues ranging from one dollar to one hundred dollars annually. The campaign started 15 January and will continue through the latter part of February.

b. The Arthritis and Rheumatism Foundation drive for money to fight rheumatic diseases is one of the newer campaigns, but when it is realized that arthritic sufferers outnumber all victims of cancer, diabetes, heart disease, and tuberculosis combined, the need for funds is self-evident.

The Foundation's Washington goal for 1951 is 30,000 dollars to be used for vastly expanded research, hospital beds and clinics, nationwide public education to halt the progress of the disease, and retraining and rehabilitation for nearly a million permanently disabled arthritis victims.

The campaign began 15 January and continues through 15 February.

JAN 23 1951

c. The National Symphony Orchestra Association was incorporated in December 1931, under the laws of the District of Columbia, as a musical, educational and non-profit organization.

Annual Membership in the Association is composed of those who contribute 25 dollars or more to the Sustaining Fund Drive. A contribution of 10 dollars entitles the contributor to an Associate Membership. It is felt that all serious music lovers will want to contribute in order that the National Symphony Orchestra can continue to grow and improve as it has shown itself capable of doing in recent years.

d. The Crippled Children's Society Drive is a national organization devoted to the cause of caring for afflicted children and equipping them for later life.

e. The March of Dimes is a well known cause; its goal is to stop the spread of infantile paralysis and provide treatment and rehabilitation for those now afflicted. The campaign began 15 January and will continue through 31 January.

f. The American Red Cross is a national organization which maintains relations with 67 other Red Cross societies throughout the world. It serves the armed forces abroad and at home. It functions as the national relief agency when disaster strikes. It promotes health and safety through its first aid and accident prevention, nursing, and national blood programs.

g. The American Cancer Society is a national organization established to conduct research, promote education, and furnish surveys to find the cause and cure of cancer, to educate the people to see their doctors upon the first danger signals of the disease, and to promote in general such authentic and approved projects as will help bring cancer under control.

The goal of the campaign is to obtain a contribution of one dollar from each Government employee. Sixty per cent of each dollar contributed will remain in this community to promote the study of cancer control, twenty-five per cent will be used for research, and fifteen percent will be devoted to educational and administrative work.

4. Although it is appreciated that the personnel of this Agency have responded time and time again to these various causes, it is believed that the worth of the current campaigns is clearly evident. It is therefore urged that everyone contribute according to his own financial situation. Keyworkers in each Division will be available to receive voluntary contributions for the above-named causes. Contributions to these charitable organizations may be counted as allowable deductions on next year's income tax returns.

70 5  
MURRAY McCONNEL  
Deputy Director ~~For~~ (Administration)

THE WHITE HOUSE  
WASHINGTON

January 4, 1951


TO THE HEADS OF EXECUTIVE DEPARTMENTS, COMMISSIONS OR AGENCIES:

Our country has been mobilizing its military and civilian resources in the interest of security and peace. With speed and effectiveness the American Red Cross has made available its total resources to the Nation. The Red Cross is serving the armed forces at home and abroad, procuring whole blood and plasma of vital importance in saving lives of wounded soldiers. It also provides welfare and recreational services to the able bodied and hospitalized, and financial aid and counsel to their families and dependents.

In Civil Defense the Red Cross is in cooperation to the fullest extent with local, state, and federal authorities. It is the coordinating agency for the procurement of blood for Civil Defense, as well as for the Armed Services. It has responsibility for training Civil Defense workers and the general public in first aid and for training nurse's aides and others in home care of the sick and injured. In addition many other volunteer services such as welfare service to veterans and their dependents, Junior Red Cross, Motor Service, Gray Ladies, and Disaster Service, remind us that the Red Cross serves both in war and peace.

Year in and year out, therefore, the Red Cross commands our hearty cooperation. You and I are the Red Cross. We are the members, the workers, the volunteers, the financial supporters. As we continue to give of our time, work, and even blood, I am sure we shall be even more generous in meeting the financial requirements for the coming year.

To this end I urge our government workers throughout the Nation to support the 1951 campaign. To facilitate their support within our metropolitan area of Washington I have appointed the Honorable Charles F. Brannan, Secretary of Agriculture, as Chairman of the Government Unit. I request that you as the head of your department, cooperate actively with him in securing an enthusiastic and effective campaign organization.



Next 1 Page(s) In Document Exempt

THE WHITE HOUSE

WASHINGTON

25X1A

Telephone notification  
27 March to:

March 23, 1951

O THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Ceremonies have been planned to pay tribute to His Excellency Vincent Auriol, President of the French Republic and Madame Auriol, who will arrive in Washington on March twenty-eighth for the purpose of making an official visit to the United States.

President Auriol will arrive from New York at Union Station at 4:25 p.m. on Wednesday, March twenty-eighth, where there will be a brief ceremony. The Presidential group will then proceed in cars, south on Delaware Avenue to Constitution Avenue, then west to Pennsylvania Avenue and west along the latter to the District Building at 14th Street and Pennsylvania Avenue, where President Auriol will be officially welcomed and presented with the key to the City of Washington. He will then continue along Pennsylvania Avenue to 15th Street, north on 15th Street to Pennsylvania Avenue, west on Pennsylvania Avenue to the Blair House. Arrival at the Blair House is scheduled for 5:45 p.m.

It is desired that as many government employees as possible extend their greetings to President and Madame Auriol. Therefore, President Truman has indicated that the Heads of the Departments and Agencies shall excuse those employees in the area of the procession, whose services can be spared, without charge to annual leave, for such time as is required on March twenty-eighth for the accomplishment of this purpose. Those members of the National Guard and other groups participating along the route to be taken by the Presidential party will also be excused from duty without charge to annual leave at an hour early enough to permit them to arrive in uniform at their appointed stations.



DONALD S. DAWSON  
Administrative Assistant  
to the President

~~RESTRICTED~~

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

5 January 1951

SUBJECT: Rescission of CIA Notices

1. All previously published CIA Notices are hereby rescinded and will be destroyed in accordance with security regulations.

2. Information originally published in CIA Notices, and which continues to be effective, will be issued in the form of Agency Regulations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY MCCONNEL  
Deputy Director  
(Administration)

Distribution: No. 3

25X1A

~~RESTRICTED~~